Date:

To,

(Name of recipient)  
(Address)

Subject: Warning for the delay in a construction project at [X]

Dear Sir/Madam,

I want to inform you that your company has not been able to complete the construction project as per our agreement. This has been due to failure to work on our schedule. This may lead to a termination of the contract. The tasks needed to be completed (state when). This has not occurred.

You are requested to visit our office and come with a copy of the agreement we have. If this is not done, the agreement will be terminated without any further notice.

Yours sincerely,

Your Name