
ABC Contractors Inc

55 Main Street
Sometown, PA 99999

Phone: (555) 555-5555
Fax: (555) 555-5554

MEMORANDUM OF DELAY

Date: 07/07/2008
To: Attn:
Test Company
123 Court Street
Reading, PA

From: ABC Contractors Inc

Project: Sample Project #1
Project #: Sample job #1

There is a delay in the above referenced project as described below:

As per the changes that you have requested, the project will be delayed by Ten (10) days.

Signed: _____
John Smith

Date: 7/7/2008