

Disclaimer: An email may or may not qualify as notice, depending on the terms of your contract. Additionally, what you should include varies based on the contract. This template should be used as a guide, not copied and pasted. When in doubt, check the contract.

A non-adversarial notice email

Hi Jim,

Good morning. Thank you for taking the time today to discuss this week's delay.

Always call to voiceover notices before sending the email

To make sure that we are following our contract, this is an email notice of the one week delay.

Clarify that their contract terms require you to send you the notice – they asked for it!

We are stalled until framing is complete. Attached are images of the unready site. If needed, we are prepared to ramp up our crew to get back on schedule.

Provide documentation and a helping hand (even when it's not your fault)

Let us know how we can support getting the project back on track.

Reiterate that you're a team player