



NOTIFICATION LETTER TEMPLATE - Washington

Date: _____

RE: Notice of Delay and Increased Cost Due to COVID-19 Pandemic on Project

TO: _____

The COVID-19 Pandemic, which has been declared a national emergency by President Trump on March 1, 2020, and in Washington, pursuant to Governor Inslee's orders (on March 23, 2020, and as supplemented). Such orders have, and continue to, cause unanticipated delays and increased costs to the above-referenced project that were beyond the contractor's control. See sections _____ of the contract.

In particular, (Contracting Company) has experienced the following delays and impacts to project performance: _____. (If applicable:) As you know, the project has been suspended since (date).

(Contracting Company) requests a time extension of (insert number) days in response to the COVID-19 delays and impacts. (Contracting Company) invites the owner to participate in a conference call to discuss this request for a time extension and to outline a plan to reduce the impact on the contract time and contract price.

In addition, (Contracting Company) is experiencing increased costs resulting from the COVID-19 pandemic including _____ (explain). (Contracting Company) is collecting its costs and will provide updated information to the owner at a reasonable time in the future. In the meantime, we are available to discuss different options to reduce the amount of costs incurred in connection with the project.

(Contracting Company) reserves all rights and remedies it has pursuant to the contract or otherwise and is confident it will be able to get through these events with all project participants.

Please contact me to discuss these issues and, again, we will provide periodic updates as soon as possible.

Sincerely,

(Name and title)

(Contracting Company)