

# Project Delay Notification

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Company Name]

Subject: Notification of Project Delay Due to Weather Issues

Dear [Recipient's Name],

We hope this message finds you well. We are writing to formally notify you of a delay in the progress of the [Project Name] due to unforeseen weather conditions.

As you are aware, the recent severe weather incidents, including [brief description of weather issues, e.g., heavy rainfall, storms], have significantly impacted our ability to maintain the original project schedule. This has resulted in delays in our construction activities that were planned to take place from [start date] to [end date].

We are actively working to mitigate these delays and ensure that we resume work as soon as weather conditions permit. We anticipate that we will be able to get back on schedule by [anticipated date of progress resumption].

We appreciate your understanding and support during this time. Please feel free to reach out if you have any questions or require further information regarding the situation.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]