

Severe Weather Advisory

Date: [Insert Date]

To: [Event Delegation Name]

From: [Your Organization Name]

Dear Team,

We are closely monitoring the severe weather conditions that are projected for [insert date or event]. Due to the forecasts indicating [briefly describe severe weather conditions, e.g., heavy rain, high winds, extreme temperatures], we may need to take precautionary measures to ensure the safety of all participants.

Please be advised of the following:

- Potential rescheduling of the event.
- Safety protocols and procedures will be amended as necessary.
- Regular updates will be provided as we receive more information.

We appreciate your understanding and cooperation during this time. Our top priority is the safety and well-being of everyone involved.

Should you have any immediate questions or concerns, please feel free to reach out to [Contact Person/Details].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Contact Information]