

Construction Delay Notification

Date: [Insert Date]

[Your Name]
[Your Title]
[Your Company]
[Company Address]
[City, State, Zip]
[Email Address]
[Phone Number]

[Recipient's Name]
[Recipient's Title]
[Recipient's Company]
[Company Address]
[City, State, Zip]

Dear [Recipient's Name],

We are writing to inform you of a delay in the construction schedule for the [Project Name] due to unfavorable weather conditions. The recent [specify weather events, e.g., heavy rainfall, snowstorm] have impacted our ability to proceed with the planned work.

We have assessed the situation and anticipate that the delay will affect the project timeline by [insert estimated delay period]. We are committed to minimizing the impact and will continue to monitor the weather and adjust our schedule accordingly.

We appreciate your understanding and cooperation during this time. If you have any questions or require further information, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Title]
[Your Company]