

# Contractor Delay Announcement

Date: [Insert Date]

To: [Recipient Name]

From: [Your Company Name]

Subject: Update on Project Timeline Due to Severe Weather Conditions

Dear [Recipient Name],

We are writing to inform you of an unforeseen delay in the progress of the [Project Name] due to severe weather conditions in our area. The safety of our workers and the integrity of the project is our top priority, and we have made the decision to temporarily halt work to ensure both.

We have been monitoring the weather closely, and based on current forecasts, we anticipate a delay of approximately [insert estimated delay period]. We are actively working to adjust our project schedule and will keep you informed of any changes.

Please feel free to reach out if you have any questions or need further clarification. We appreciate your understanding and support during this time.

Thank you for your attention.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Contact Information]