

Formal Notification of Weather Delays

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to formally notify you of delays in the construction project at [Project Location] due to adverse weather conditions. Our team has been closely monitoring the weather forecasts, and regrettably, the predicted inclement weather has significantly impacted our timeline.

As of today, [Insert Date of Weather Event], we have encountered [briefly describe the weather conditions, e.g., heavy rain, snow, etc.] which have resulted in [describe the specific impacts on construction activities]. As a result, we anticipate a delay of approximately [insert estimated delay duration, e.g., one week, ten days, etc.].

We understand the importance of timely project completion, and we are committed to mitigating any further delays. Our team is currently assessing the situation and will implement necessary measures to resume progress as soon as conditions permit.

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

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]