

Notice of Weather-Related Delay

Date: [Insert Date]

To: [Contractor's Name]

[Contractor's Address]

Dear [Contractor's Name],

We hope this message finds you well. We are writing to inform you that due to the recent weather conditions, we anticipate a delay in the ongoing project at [Project Location]. The forecasted [specific weather events, e.g., heavy rain, snowstorms] are expected to hinder construction activities and could impact the delivery schedule.

We are currently assessing the situation and will keep you updated on any changes to the project timeline. We appreciate your understanding and cooperation during this time.

Please do not hesitate to reach out if you have any questions or require further information.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]