

Notification of Weather Impact on Construction Schedule

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Notification of Weather Impact on Construction Schedule

Dear [Recipient Name],

We are writing to inform you about the recent weather conditions that have impacted our construction schedule for the [Project Name] project.

Due to [specific weather conditions, e.g., heavy rain, snow, high winds], we have encountered delays in certain activities scheduled for [insert specific dates]. As a result, we anticipate a change in the overall timeline for project completion.

We are working diligently to assess the impact and will take necessary actions to mitigate further delays. We will keep you updated as more information becomes available and will provide a revised schedule by [insert date].

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 Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]