

Weather Delay Notification

Date: [Insert Date]

To: [Contractor's Name]

From: [Your Name]

Subject: Weather Delay Communication for [Project Name]

Dear [Contractor's Name],

We hope this message finds you well. We are writing to inform you of unavoidable delays in the progress of the [Project Name] due to adverse weather conditions.

The recent weather reports indicate [describe the adverse weather conditions], which have impacted our planned construction activities. As a result, we anticipate a delay in the project timeline by approximately [number of days/weeks].

We are taking all necessary measures to mitigate the impact of this delay and will keep you updated on any changes to the schedule. Please ensure that your team is aware of this situation and adjusts their plans accordingly.

If you have any questions or require further information, please do not hesitate to reach out.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Contact Information]