

Weather Delay Notification

Date: [Insert Date]

To: [Contractor's Name]

Company: [Contractor's Company Name]

Address: [Contractor's Address]

Dear [Contractor's Name],

We are writing to inform you that due to adverse weather conditions, there will be a delay in the project timeline for [Project Name]. The inclement weather has led to [describe specific weather issues, e.g., heavy rainfall, snow, etc.], which prevents any construction activities from being performed safely.

As a result, we anticipate a delay of [insert estimated duration of delay] before work can safely resume. We are actively monitoring the situation and will keep you updated regarding any changes that may affect the schedule.

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

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]