

# Weather-Driven Delay Notification

Date: [Insert Date]

To: [Contractor's Name]

Company: [Contractor's Company Name]

Address: [Contractor's Address]

Dear [Contractor's Name],

We hope this message finds you well. We are writing to inform you about a potential delay in the project timeline due to recent weather conditions that have affected our worksite.

As you are aware, the recent [specify weather conditions, e.g., heavy rainfall, snowstorm, etc.] has resulted in significant disruptions to our scheduled activities. Despite our efforts to mitigate these delays, we anticipate that our timeline will be impacted.

We are currently assessing the situation and will communicate any updates regarding the new timeline as soon as possible. We appreciate your understanding and cooperation as we navigate these challenges.

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

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]