

Adverse Weather Conditions Notification

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

We are writing to notify you of the adverse weather conditions that have impacted our construction activities on the [Project Name] site. Due to [specify weather conditions, e.g., heavy rain, snow, etc.], we have encountered delays that are beyond our control.

As per the terms outlined in our contract, we are formally notifying you of the effect these conditions have on our project timeline. We are actively monitoring the situation and will take necessary measures to mitigate any further delays.

We appreciate your understanding and cooperation during this time. Should you have any questions or require further information, please do not hesitate to contact us.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]