

Contractor Extreme Weather Situation Advisory

Date: [Insert Date]

To: [Contractor Name]

Address: [Contractor Address]

Dear [Contractor Name],

We hope this message finds you well. As you may be aware, we are currently facing an extreme weather situation that could impact ongoing projects and safety protocols. It is essential that we address this matter promptly to ensure the well-being of our team and the integrity of our operations.

Please take note of the following advisory:

- All outdoor work should be suspended until weather conditions improve.
- Ensure that all equipment is secured and covered to prevent damage.
- Monitor weather updates and stay informed about potential hazards.
- Establish a communication line for emergency situations among your team.

Your cooperation and adherence to these guidelines will be crucial in maintaining safety and efficiency during this time. Please reach out if you have any questions or require further assistance.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Contact Information]