

Severe Weather Impact Communication

Date: [Insert date]

To: [Client's Name]

From: [Your Company Name]

Subject: Update on Project Status Due to Severe Weather Conditions

Dear [Client's Name],

We hope this message finds you well. We are writing to inform you about the impact of the recent severe weather conditions on our ongoing project at [Project Location].

Due to [briefly explain the specific severe weather conditions, e.g., heavy snowfall, flooding], we have experienced interruptions that have affected our work schedule. As a result, our project timeline may be delayed by [insert estimated delay time].

We are actively monitoring the situation and will make every effort to mitigate this impact. We have taken the following measures to address the situation:

- [Measure 1]
- [Measure 2]
- [Measure 3]

We appreciate your understanding during this challenging time. We will keep you updated on any further developments and the revised project schedule.

If you have any questions or concerns, please feel free to reach out to us at [Your Contact Information].

Thank you for your continued support and patience.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Contact Information]