

# Project Timeline Adjustment Notification

Date: [Insert Date]

To: [Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to inform you of the recent weather conditions that have impacted our construction schedule for the [Project Name] project.

Due to unforeseen weather events, specifically [describe weather conditions, e.g., heavy rainfall, snowstorms], we have experienced delays that will affect our original project timeline. We had anticipated completing the following phases by their respective deadlines:

- [Phase 1: Original Deadline] - [New Deadline]
- [Phase 2: Original Deadline] - [New Deadline]
- [Phase 3: Original Deadline] - [New Deadline]

While we are taking all necessary measures to mitigate these delays, including [mention any steps being taken], we want to keep you informed every step of the way.

We appreciate your understanding and patience as we navigate these challenges. Please feel free to reach out if you have any questions or require further information.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]