

# Letter to Client Regarding Unpredicted Site Conditions

Date: [Insert Date]

From: [Contractor's Name]

To: [Client's Name]

[Client's Address]

Dear [Client's Name],

I hope this letter finds you well. I am writing to inform you about some unpredicted site conditions we have encountered during the progress of [Project Name]. These conditions have significant financial implications that we need to address promptly.

As per our initial assessments, we anticipated the following site conditions: [Briefly outline expected conditions]. However, upon excavation and site analysis, we have discovered [Describe unpredicted conditions]. These unexpected developments are likely to affect our timelines and budget as detailed below:

- **Cost Implications:** [Explain the additional costs incurred due to the unpredicted conditions.]
- **Schedule Delays:** [Explain how these conditions will affect the project completion date.]
- **Mitigation Measures:** [Outline the steps the contractor will take to address these issues.]

We understand the importance of staying on budget and within the planned timeline, and we are committed to minimizing the impact of these challenges. We will keep you updated on any developments and adjustments to our plans.

Thank you for your understanding and support as we navigate these unforeseen circumstances. Should you have any questions or need further clarification, please do not hesitate to reach out.

Sincerely,

[Contractor's Name]  
[Contractor's Position]  
[Company Name]  
[Contact Information]