

[Your Company Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Date: [Insert Date]

[Client's Name]

[Client's Address]

[City, State, Zip Code]

Dear [Client's Name],

We hope this letter finds you well. We are writing to inform you of some unforeseen site conditions that have been encountered during the ongoing work at [Project Location].

Upon further inspection, we have discovered [briefly describe the unforeseen condition, e.g., "excessive subsurface water," "rock formations," etc.]. This situation was not anticipated at the outset of the project and may impact the construction schedule and costs.

We are currently assessing the situation and developing a plan to address these issues while minimizing delays and additional expenses. We will keep you updated throughout this process and will schedule a meeting to discuss how we can proceed effectively.

Thank you for your understanding. Should you have any questions or need further clarification, please do not hesitate to reach out.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]