

Documentation for Unforeseen Site Occurrences

Date: [Insert Date]

To: [Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

Dear [Recipient Name],

We are writing to formally document the unforeseen occurrences that have impacted the progress of the project at [Project Location]. These occurrences include:

- [Occurrence 1: Description]
- [Occurrence 2: Description]
- [Occurrence 3: Description]

We have taken the following steps to address these issues:

- [Step Taken 1: Description]
- [Step Taken 2: Description]
- [Step Taken 3: Description]

Please find attached the relevant documentation supporting our findings, including photographs, reports, and correspondence.

We appreciate your understanding and cooperation as we navigate these challenges. Should you require further information, please do not hesitate to contact us.

Sincerely,

[Your Name]

[Your Title]

[Contractor Company Name]

[Contact Information]