

Construction Project Delay Update

Dear Team,

I hope this message finds you well. I am writing to inform you about an update regarding the progress of our construction project.

Due to unforeseen circumstances, including inclement weather and supply chain delays, we are experiencing a delay in the project timeline. As of today, we anticipate that the completion date will be pushed back by two weeks.

We understand the importance of timely communication and will keep you updated on any further developments. We appreciate your hard work and dedication during this challenging time.

If you have any questions or need further clarification, please do not hesitate to reach out.

Thank you for your understanding.

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]