

Notification of Construction Project Halt

Date: [Insert Date]

To: [Recipient Name]

[Recipient Address]

Dear [Recipient Name],

We are writing to inform you that the construction project at [Project Location/Name] has been temporarily halted effective immediately. This decision has been made to address [reason for halting the project, e.g., unforeseen circumstances, safety concerns, etc.].

We appreciate your understanding and cooperation during this time. Our team is working diligently to resolve the issues at hand, and we will keep you updated on the progress and the anticipated timeline for resumption.

If you have any questions or concerns, please do not hesitate to contact us at [Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[Contact Information]