

[Your Name]  
[Your Position]  
[Your Company Name]  
[Your Company Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient Name]  
[Recipient Position]  
[Recipient Company Name]  
[Recipient Company Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally appeal for consideration of a force majeure event that has impacted our ongoing construction project at [Project Location/Name].

Due to [briefly explain the force majeure event, e.g., natural disaster, pandemic, etc.], we have encountered unforeseen challenges that have delayed our progress and affected the project timeline. The impacts include [list specific issues such as material shortages, labor availability, safety risks, etc.].

In accordance with the force majeure clause outlined in our contract, we kindly request your understanding and support in addressing these challenges. We have taken all necessary measures to mitigate the effects and are committed to resuming work as soon as conditions allow.

We appreciate your attention to this matter and look forward to your favorable response. Please feel free to contact me directly at [Your Phone Number] or [Your Email Address] should you need any further information or clarification.

Thank you for your understanding.

Sincerely,  
[Your Name]  
[Your Position]  
[Your Company Name]