

# Construction Project Suspension Notification

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Date: [Insert Date]

To: [Recipient Name]

[Recipient Title]

[Recipient Company Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Suspension of Construction Project Due to Force Majeure

We regret to inform you that due to circumstances beyond our control, specifically [describe the force majeure event, e.g., natural disaster, pandemic], we must suspend all activities related to the [Project Name/Description] immediately.

This suspension will remain in effect until [anticipated date or note that it will be reassessed as conditions improve]. We assure you that we are committed to resuming normal operations as quickly as possible and will keep you updated on any developments.

We apologize for any inconvenience this may cause and appreciate your understanding during this challenging time.

Thank you.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]