

# Announcement: Project Delay Due to Inclement Weather

Dear Team,

We regret to inform you that the ongoing project has been delayed due to inclement weather conditions that have impacted our schedule. Our initial timeline anticipated clear weather, but unforeseen circumstances have forced us to adjust our completion date.

The new expected completion date is now set for [new date]. We are working diligently to mitigate the impact of this delay and ensure that we stay on track once conditions improve.

We appreciate your understanding and patience during this time. If you have any questions or concerns, please feel free to reach out.

Thank you for your cooperation.

Sincerely,

[Your Name]  
[Your Position]  
[Your Company]