

Notification of Delay

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you of a delay in [specific service/project] due to severe weather conditions affecting our operations.

The safety of our team and clients is our top priority, and we are closely monitoring the situation. We expect the delay to last approximately [duration of delay], and we will keep you updated as we receive more information.

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

Thank you for your patience.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Contact Information]