

Construction Delay Advisory

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name or Company Name]

Subject: Construction Delay Due to Unexpected Weather Conditions

Dear [Recipient's Name],

We are writing to inform you of a delay in the construction schedule for the [Project Name] due to unforeseen weather conditions. As of [Insert Date], our site has been affected by [specify weather conditions, e.g., heavy rain, snow, etc.], which has hindered our ability to proceed as planned.

We understand the importance of keeping the project on schedule and are working diligently to mitigate any further delays. Our team is currently assessing the situation and will implement necessary adjustments to the construction timeline.

We will keep you updated on the progress and notify you of any changes to the schedule. We appreciate your understanding and patience during this time.

If you have any questions or concerns, please do not hesitate to reach out.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]