

Weather-Related Delay Update

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Update on Construction Project Delay Due to Weather

Dear [Recipient's Name],

I hope this message finds you well. I am writing to update you on the current status of the [Project Name] project, specifically regarding the recent weather-related delays we have encountered.

Due to unforeseen weather conditions, including [describe weather conditions, e.g., heavy rain, snow, etc.], we have experienced interruptions in our construction schedule. These conditions have affected [specific aspects of the project, e.g., foundation work, roofing, etc.], causing a delay in our original timeline.

As of now, we estimate that the delay will result in a [estimate duration, e.g., one-week, two weeks, etc.] extension to the project timeline. We are actively working to mitigate these delays by [mention any actions being taken, e.g., adjusting work schedules, optimizing resources, etc.].

We appreciate your understanding and support during this challenging time. Please feel free to reach out if you have any questions or need further clarification on the matter.

Thank you for your attention to this update.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]