

Construction Timetable Adjustment Notification

Date: [Insert Date]

To: [Recipient Name]

Company: [Recipient Company]

Address: [Recipient Address]

Dear [Recipient Name],

We are writing to inform you of an adjustment to the construction timetable for the [Project Name] project due to recent adverse weather conditions that have impacted our work schedule.

Due to [briefly describe the weather conditions, e.g., heavy rainfall, storm], we have experienced delays that have necessitated a revision of our timeline. We are committed to completing the project efficiently and safely, and as of now, the new estimated completion date is [Insert New Date].

We understand the importance of maintaining communication throughout this process, and we will keep you updated on any further developments. Please do not hesitate to reach out if you have any questions or concerns.

Thank you for your understanding and continued support.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company]

[Your Contact Information]