

Project Delay Notification

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Position]

[Company Name]

[Company Address]

Dear [Recipient's Name],

I am writing to inform you about a delay in the progress of our ongoing project, [Project Name], which is primarily due to unfavorable weather conditions that have impacted our planned schedule.

Over the past few weeks, we have been experiencing [describe specific weather events, e.g., heavy rainfall, storms, etc.], which have hindered our ability to proceed as planned. Despite our best efforts to mitigate the impact, the severe conditions have resulted in [brief description of specific delays, e.g., inability to access the site, delays in material delivery, etc.].

We are closely monitoring the weather forecasts and are taking all necessary steps to resume work as soon as conditions improve. We anticipate that this delay may push our completion date back by approximately [insert estimated delay time].

We understand the importance of this project and are committed to minimizing the impact of this delay. We appreciate your understanding and support as we navigate these unforeseen circumstances.

Should you have any questions or require further clarification, please do not hesitate to contact me directly at [Your Phone Number] or [Your Email Address].

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]