

Formal Notice

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Notice of Changes Due to Weather Conditions

Dear [Recipient Name],

We are writing to formally notify you of changes to our project timeline caused by recent adverse weather conditions. Due to the heavy rainfall and strong winds experienced on [specific dates], we have encountered unavoidable delays in our construction schedule.

As a result, the revised timeline is as follows:

- Original Completion Date: [Original Date]
- New Completion Date: [New Date]

Please note that we are closely monitoring the situation and will provide updates should further changes be necessary. We appreciate your understanding and support during this time.

If you have any questions or require further clarification, please do not hesitate to contact me at [Your Contact Information].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Company Address]

[Your Phone Number]