

Project Delay Notification

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Recipient's Company]

[Company Address]

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you of a delay in the [Project Name] due to recently forecasted severe weather conditions. The safety of our team and the integrity of the project are our utmost priorities.

Due to [specific weather events, e.g., heavy rainfall, snowstorm, etc.], our project timeline has been affected. We anticipate a delay of approximately [insert duration of delay] as we navigate these conditions.

We are actively monitoring the situation and will provide updates as necessary to ensure transparency. We appreciate your understanding and cooperation during this time.

If you have any questions or require further information, please do not hesitate to contact us.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]