

Construction Schedule Update

Date: [Insert Date]

Dear [Recipient's Name],

We hope this message finds you well. We would like to provide you with an update regarding the construction schedule for the [Project Name] due to recent weather conditions that have impacted our timeline.

As you are aware, the recent [specify weather events, e.g., heavy rain, snow] has caused us to experience delays in our construction activities. We have been assessing the situation and expect to make the following adjustments to our project schedule:

- Phase 1 Completion: [New Date]
- Phase 2 Rescheduled Start: [New Date]
- Final Completion: [New Expected Date]

We understand the importance of this project and are committed to keeping you informed of any further changes. Our team is implementing measures to minimize additional delays and ensure the project remains on track as best as possible.

Thank you for your understanding and support during this time. If you have any questions or require further information, please do not hesitate to reach out.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Contact Information]