

# Unforeseen Circumstances Notification

Date: [Insert Date]

To: [Recipient Name]

From: [Your Company Name]

Subject: Notification of Unforeseen Circumstances Affecting [Project Name]

Dear [Recipient Name],

We are writing to inform you of certain unforeseen circumstances that have arisen during the course of the [Project Name] construction project located at [Project Address]. These issues were not anticipated at the project outset and may impact the schedule and budget.

Details of the unforeseen circumstances include:

- [Detail of circumstance 1]
- [Detail of circumstance 2]
- [Detail of circumstance 3]

In accordance with our protocols, we will take the following steps to address these issues:

1. [Step 1]
2. [Step 2]
3. [Step 3]

We will keep you updated on our progress in resolving these matters and any necessary adjustments to the project timeline. Should you have any questions or require further clarification, please do not hesitate to contact us.

Thank you for your understanding and cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Phone Number]

[Your Email Address]