**Subject: Formal Notification of Delay – Sunshine Mall Project**

**Date:** July 20, 2025  
**From:** XYZ Builders Inc.  
**To:** Project Manager, ABC Real Estate LLC

Dear Project Manager,

We hereby notify you that adverse weather conditions from **July 10–18, 2025** have caused significant disruption to structural activities at the Sunshine Mall Project site.

Our site reports document that:

* Torrential rainfall caused unsafe working conditions.
* Delivery of steel components was delayed by 5 days.

**Impact Summary:**

* Estimated Delay: **14 calendar days** for the Structural Completion milestone.
* Affected Milestone: Milestone 2 – Steel Framework Complete.

Pursuant to the **Force Majeure** clause in our Construction Agreement (Clause 6), we request a time extension and adjustment to the Substantial Completion date.

An updated project schedule will be submitted within 5 business days.

Sincerely,  
XYZ Builders Inc.  
John Smith, Project Manager