

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Subject: Notification of Delay in Snow and Ice Removal Operations

Dear [Recipient Name/Resident/Tenant],

This letter is to inform you that our snow and ice removal operations are currently experiencing delays due to [Reason for delay, e.g., extreme weather conditions, equipment maintenance, or high accumulation rates].

Our crews are working diligently to clear the affected areas as quickly and safely as possible. We currently estimate that services will be completed by [Estimated Time/Date].

During this time, we advise everyone to exercise extra caution when walking or driving in the area. We prioritize the clearing of [Primary Areas, e.g., main emergency routes or building entrances] before moving to secondary locations.

We apologize for any inconvenience this delay may cause and appreciate your patience as we work to ensure the safety of the premises.

For urgent concerns or status updates, please contact [Department/Contact Name] at [Phone Number] or [Email Address].

Sincerely,

[Your Name/Signature]

[Your Title]

[Company/Organization Name]