

Rebranding Timeline Adjustments

Date: [Insert Date]

Dear [Recipient's Name],

We are reaching out to inform you of some adjustments to our rebranding timeline. Due to unforeseen circumstances, we have had to make a few changes to ensure a successful transition.

Updated Timeline:

- **Phase 1 - Research & Development:** [New Start Date] to [New End Date]
- **Phase 2 - Design & Creative:** [New Start Date] to [New End Date]
- **Phase 3 - Launch:** [New Launch Date]

We appreciate your understanding and support during this process. Should you have any questions or need further information, please do not hesitate to reach out to us.

Thank you for your continued partnership.

Sincerely,
[Your Name]
[Your Position]
[Your Company]