

Notification of Changes in Production Timeline

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you of a change in the production timeline for [Project/Product Name]. Due to [reason for the change, e.g., unforeseen circumstances, supply chain delays], we have had to make some adjustments to our schedule.

The updated production timeline is as follows:

- Original Start Date: [Original Date]
- New Start Date: [New Date]
- Original Completion Date: [Original Date]
- New Completion Date: [New Date]

We understand that changes can be challenging, and we appreciate your understanding and cooperation during this time. Please feel free to reach out if you have any questions or require further information.

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Position]
[Your Company]
[Contact Information]