

Project Timeline Adjustment Notification

Date: [Insert Date]

To:

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you about an adjustment to the timeline of our ongoing manufacturing project, [Project Name]. After careful consideration and assessment of current progress and unforeseen challenges, it has become necessary to revise the project schedule to ensure successful completion.

The original timeline outlined the following key milestones:

- [Milestone 1] - [Original Date]
- [Milestone 2] - [Original Date]
- [Milestone 3] - [Original Date]

Due to [reasons for adjustment], we propose the following revised timeline:

- [Milestone 1] - [Revised Date]
- [Milestone 2] - [Revised Date]
- [Milestone 3] - [Revised Date]

We believe that this adjustment will allow us to maintain the quality and standards expected in this project. We appreciate your understanding and support as we make these necessary changes. We are committed to keeping all stakeholders informed throughout the remainder of the project.

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 Title]

[Your Company Name]

[Your Contact Information]