

Subject: Adjustment of Project Milestone Timeline

Dear [Client's Name],

I hope this message finds you well. I am writing to discuss the timeline for our ongoing project, [Project Name]. Due to [reason for adjustment], I would like to propose an adjustment to our previously agreed milestones.

Current Milestone Timeline

- Milestone 1: [Date] - [Description]
- Milestone 2: [Date] - [Description]
- Milestone 3: [Date] - [Description]

Proposed Adjusted Timeline

- Milestone 1: [New Date] - [Description]
- Milestone 2: [New Date] - [Description]
- Milestone 3: [New Date] - [Description]

I believe that these adjustments will help ensure that we maintain the quality and effectiveness of the project. Please let me know your thoughts on this proposed timeline adjustment.

Thank you for your understanding, and I look forward to your reply.

Best regards,

[Your Name]

[Your Contact Information]

[Your Freelance Business Name]