

Project Timeline Adjustment Notification

Date: [Insert Date]

Dear [Stakeholder Name],

We hope this message finds you well. We are writing to inform you of an adjustment to the timeline of the [Project Name] due to [reason for adjustment]. After careful consideration and assessment, we believe that these changes will ultimately enhance the project's success.

Revised Timeline

- **Phase 1:** [New Start Date] - [New End Date]
- **Phase 2:** [New Start Date] - [New End Date]
- **Phase 3:** [New Start Date] - [New End Date]

We appreciate your understanding and support as we navigate these changes. Please feel free to reach out if you have any questions or require further clarification.

Thank you for your continued collaboration.

Best Regards,
[Your Name]
[Your Position]
[Your Company]