

Stakeholder Communication Schedule Update

Date: [Insert Date]

To: [Stakeholder Name]

From: [Your Name]

Subject: Update on Communication Schedule

Dear [Stakeholder Name],

We hope this message finds you well. We are writing to provide you with an update regarding the communication schedule for our project.

Please find the revised schedule below:

- **Weekly Updates:** Every [Day of the Week] at [Time]
- **Monthly Review Meetings:** [Date] of each month at [Time]
- **Quarterly Reports:** [Date] of [Month] for each quarter

If you have any questions or require further clarification, please do not hesitate to reach out.

Thank you for your continued support and collaboration.

Best regards,

[Your Name]

[Your Job Title]

[Your Contact Information]