

Letter of Explanation for Project Timeline Revision

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Request to Revise Project Timeline

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a revision of the timeline for the [Project Name]. After careful analysis and consideration, it has become clear that adjustments to our original timeline are necessary to ensure successful project completion.

The primary reasons for this request include:

- Unanticipated delays in [specific tasks or phases]
- Changes in project scope due to [explain any changes]
- Resource availability issues affecting the project schedule

To address these challenges, I propose the following revised timeline:

- [New Task/Phase 1: New Date]
- [New Task/Phase 2: New Date]
- [New Task/Phase 3: New Date]

I believe that with these adjustments, we can still achieve our goals while maintaining the quality and integrity of the project. I appreciate your understanding and support in this matter and look forward to your feedback.

Thank you for your attention to this request.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]