

Project Timeline Adjustment Notification

Dear [Client's Name],

We hope this message finds you well. We are writing to inform you of an adjustment to the timeline of the [Project Name] project.

Due to [brief explanation of the reason for the adjustment], we have revised our project timeline. The new expected completion date is now [New Completion Date].

We understand the importance of this project and are committed to delivering the highest quality results. We appreciate your understanding and support during this adjustment period.

If you have any questions or need further clarification on the new timeline, please do not hesitate to reach out.

Thank you for your continued partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]