

# Proposed Adjustments for Project Timeline

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Proposal for Adjustments to Project Timeline

Dear [Recipient's Name],

I hope this message finds you well. I am writing to propose adjustments to the current timeline of the [Project Name] due to [briefly explain reason for adjustments, e.g., unforeseen circumstances, resource availability, etc.].

## Current Timeline Overview:

- Phase 1: [Details] - Completion Date: [Original Date]
- Phase 2: [Details] - Completion Date: [Original Date]
- Phase 3: [Details] - Completion Date: [Original Date]

## Proposed Adjustments:

- Phase 1: [Details] - Proposed New Completion Date: [New Date]
- Phase 2: [Details] - Proposed New Completion Date: [New Date]
- Phase 3: [Details] - Proposed New Completion Date: [New Date]

I believe that these adjustments will allow us to maintain the quality and success of the project. I welcome the opportunity to discuss this proposal with you at your earliest convenience.

Thank you for your understanding and support.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]