

Proposed Reschedule for Project Milestones

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Proposal to Reschedule Project Milestones

Dear [Recipient's Name],

I hope this message finds you well. I am writing to propose a rescheduling of the milestones for the [Project Name] due to [reason for the rescheduling, e.g., unforeseen circumstances, resource availability, etc.].

Current Milestones

- Milestone 1: [Current Date] - [Description]
- Milestone 2: [Current Date] - [Description]
- Milestone 3: [Current Date] - [Description]

Proposed New Milestones

- Milestone 1: [New Date] - [Description]
- Milestone 2: [New Date] - [Description]
- Milestone 3: [New Date] - [Description]

I believe that these adjustments will allow us to maintain the quality and success of the project. I am happy to discuss this in further detail and answer any questions you may have.

Thank you for considering this proposal. I look forward to your response.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]