

Request for Project Timeline Modifications

Date: [Insert Date]

To: [Recipient's Name]

Company: [Recipient's Company]

Address: [Recipient's Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request modifications to the timeline of our current project, [Project Name]. After reviewing the project's progress and considering unforeseen circumstances encountered, I believe that an adjustment to the schedule is necessary for the successful completion of the project.

Specifically, I would like to request the following modifications:

- Extension of the deadline for [Specific Task/Phase] from [Original Date] to [Proposed New Date].
- Adjustment of the timelines for [Another Task/Phase] to accommodate the changes.
- [Any additional requests or modifications].

These changes will allow our team to enhance the quality of our work and ensure that all project objectives are met effectively. I am happy to discuss this further and answer any questions you may have regarding these proposed modifications.

Thank you for considering my request. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]