

Request for Project Timeline Reassessment

Date: [Insert Date]

To: [Recipient's Name]

Position: [Recipient's Position]

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 a reassessment of the timeline for the [Project Name] project. Due to [brief reason for request, e.g., unforeseen circumstances, resource availability, changes in project scope], I believe it is essential to review the current deadlines.

It is my understanding that the original timeline set on [Original Timeline Date] may not be feasible under the current circumstances. Therefore, I propose we schedule a meeting to discuss this further and explore potential adjustments that could be made to ensure the successful completion of the project.

I appreciate your attention to this matter and look forward to your response.

Thank you.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]