

Timeline Change Proposal for Project Phases

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Proposal for Timeline Change in Project Phases

Dear [Recipient's Name],

I hope this message finds you well. I am writing to propose a change to the timeline of our current project, [Project Name], due to [brief explanation of reasons, e.g., unforeseen circumstances, resource availability, etc.].

Current Timeline

- Phase 1: [Current dates]
- Phase 2: [Current dates]
- Phase 3: [Current dates]

Proposed Timeline

- Phase 1: [Proposed dates]
- Phase 2: [Proposed dates]
- Phase 3: [Proposed dates]

I believe that this adjusted timeline will allow us to allocate our resources more effectively and achieve the project objectives without compromising quality.

I would appreciate your feedback on this proposal and would be happy to discuss it further at your convenience.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]