

# Project Timeline Adjustment Notification

Dear [Vendor's Name],

We hope this message finds you well. We are writing to inform you about an adjustment to the timeline of the [Project Name] project.

After careful consideration and in light of recent developments, we have determined that it is necessary to revise the project timeline. The new key dates are as follows:

- **Revised Start Date:** [New Start Date]
- **Revised Milestone 1 Date:** [New Milestone 1 Date]
- **Revised Milestone 2 Date:** [New Milestone 2 Date]
- **Projected Completion Date:** [New Completion Date]

We understand that changes can be challenging, and we appreciate your flexibility and support as we work to ensure the successful completion of this project.

If you have any questions or concerns regarding this adjustment, please do not hesitate to reach out.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]