

# Formal Request for Changes to Project Calendar

Date: [Insert Date]

To: [Recipient's Name]  
[Recipient's Title]  
[Company Name]  
[Company Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request changes to the project calendar for [Project Name]. Due to [briefly explain the reason for the request, e.g., unforeseen circumstances, resource availability, etc.], we believe that adjusting the timeline will enhance our productivity and ensure the successful completion of the project.

We propose the following changes to the current project milestones:

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

We are confident that these adjustments will aid in maximizing our efforts and meeting the project's objectives. We appreciate your understanding and consideration of this request. Please let us know a suitable time for a discussion regarding this matter.

Thank you for your attention to this matter. We look forward to your positive response.

Sincerely,

[Your Name]  
[Your Title]  
[Your Company]  
[Your Contact Information]