

Notification of Proposed Project Schedule Updates

Dear [Recipient's Name],

We hope this message finds you well. We are writing to formally notify you of proposed updates to the project schedule for [Project Name].

Based on our recent progress assessments and feedback from the team, we believe that the following adjustments will enhance our efficiency and effectiveness:

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

We appreciate your understanding and support as we implement these changes. Please do not hesitate to reach out if you have any questions or concerns regarding the updated schedule.

Thank you for your attention to this matter.

Best regards,

[Your Name]
[Your Position]
[Your Company]
[Contact Information]