

# Proposal for Altering Project Deadlines

[Your Name]

[Your Position]

[Your Company]

[Your Email]

[Date]

[Recipient Name]

[Recipient Position]

[Recipient Company]

[Recipient Email]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally propose an alteration to the current deadlines associated with the [Project Name]. Due to [briefly explain the reason, e.g., unforeseen circumstances, resource constraints], I believe it is essential to reassess the timeline to ensure the project meets our quality standards.

I propose the following revised deadlines:

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

These modifications will allow us to [explain the benefits of the proposed changes]. I am confident that with this adjustment, we can achieve our project goals more effectively.

I would appreciate the opportunity to discuss this proposal with you. Please let me know a convenient time for us to meet or speak.

Thank you for considering this request. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Position]

[Your Company]