

Request for Modification of Project Timeline

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

Dear [Recipient's Name],

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

After reviewing our current progress and upcoming deadlines, I believe that adjusting the timeline would help ensure that we meet our quality standards and deliverables. I would like to propose the following changes:

- Original Deadline: [Original Deadline Date]
- Proposed New Deadline: [Proposed New Deadline Date]
- Adjusted Milestones: [List any significant milestones that would need to change]

I am confident that with these adjustments, we can enhance our project outcomes and maintain our commitment to excellence. I would appreciate the opportunity to discuss this further and explore possible solutions together.

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

Sincerely,

[Your Name]

[Your Title]

[Your Company/Organization Name]

[Your Contact Information]