

Subject: Update on Procurement Timeline Changes

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inform you of some important updates regarding the procurement timeline for [Project/Contract Name]. Due to [reason for changes], we have made adjustments to the original timeline.

The revised timeline is as follows:

- Initial Review: [New Date]
- Supplier Selection: [New Date]
- Contract Finalization: [New Date]
- Project Kick-off: [New Date]

We understand that these changes may impact your planning, and we appreciate your flexibility and understanding as we navigate these adjustments. Should you have any questions or need further clarification, please do not hesitate to reach out.

Thank you for your cooperation.

Best regards,
[Your Name]
[Your Title]
[Your Company]
[Your Contact Information]