

Letter of Agreement on Adjusted Project Schedule

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip]

Dear [Recipient's Name],

We are writing to formally confirm our agreement on the adjusted project schedule for [Project Name]. Following our recent discussions, we have mutually agreed to revise the timeline to accommodate the changes required for successful project completion.

Adjusted Schedule:

- Phase 1: [New start date] to [New end date]
- Phase 2: [New start date] to [New end date]
- Phase 3: [New start date] to [New end date]

We appreciate your cooperation and understanding regarding these adjustments. Please confirm your acceptance of this revised schedule by signing below.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]

Agreement Confirmation:

By signing below, I confirm my acceptance of the adjusted project schedule.

[Recipient's Name]

[Date]