

Project Timeline Alteration Approval

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Approval of Project Timeline Alterations

Dear [Recipient Name],

I am writing to formally approve the proposed alterations to the project timeline for [Project Name]. After reviewing the reasons outlined in your request, I understand the necessity for these adjustments and believe they will enhance the overall success of the project.

The revised timeline is as follows:

- Phase 1 Completion: [New Date]
- Phase 2 Start Date: [New Date]
- Final Deadline: [New Date]

Please ensure all team members are informed of these changes and that the necessary adjustments to the project plan are made promptly.

Thank you for your continued dedication and hard work on this project.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]