

# Authorization Letter for Shifting Project Timelines

Date: [Insert Date]

To:

[Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Company Address]

Dear [Recipient's Name],

Subject: Authorization for Shifting Project Timelines

This letter serves to formally authorize the adjustment of timelines for the [Project Name] project. Due to [reason for shifting timelines], it is imperative that we extend the project deadlines to ensure quality and compliance with our standards.

The revised timeline is as follows:

- Original Deadline: [Original Date]
- New Deadline: [New Date]

Please acknowledge receipt of this letter and confirm acceptance of the new timelines. We appreciate your understanding and cooperation.

Thank you.

Sincerely,

[Your Name]

[Your Position]

[Your Company/Organization Name]

[Your Contact Information]