

Project Due Date Change Notification

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Confirmation of Changes in Project Due Dates

Dear [Recipient's Name],

We would like to inform you of the confirmed changes to the due dates for the following project:

- **Project Name:** [Project Name]
- **Original Due Date:** [Original Date]
- **New Due Date:** [New Date]

These changes have been made to [reason for changes, e.g., accommodate resource availability, ensure quality, etc.]. We appreciate your understanding and flexibility regarding this matter.

If you have any questions or concerns, please feel free to reach out.

Thank you for your attention.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]