

# Notification of Project Deadline Reassessment

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Reassessment of Project Deadline for [Project Name]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally notify you about a reassessment of the deadline for the [Project Name]. Due to [briefly state reason for reassessment, e.g., unforeseen circumstances, resource constraints], we believe it is necessary to revisit the current timeline.

Originally, the deadline was set for [original deadline date]. After careful evaluation, we propose a new deadline of [proposed new deadline date]. This adjustment will ensure that we maintain the quality and standards expected of our work.

We appreciate your understanding and support in this matter. Please feel free to reach out if you have any questions or need further information.

Thank you for your attention to this important matter.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]