

# Affirmation Letter for Adjusted Timeline Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To [Recipient's Name],

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally affirm the request for an adjusted timeline regarding [briefly state the project or task].

Due to [brief explanation of the reasons for the request], I kindly ask for an extension to [new proposed timeline]. This adjustment will ensure that [mention expected outcomes or benefits].

I appreciate your understanding and support in this matter. Please feel free to reach out if you need any further information or if you would like to discuss this request in detail.

Thank you for considering my request. I look forward to your positive response.

Sincerely,

[Your Name]