

Project Timeline Adjustment Notification

Dear [Client's Name],

We hope this message finds you well. We are writing to inform you about an adjustment to the timeline of the [Project Name] project.

Due to [reason for adjustment], we have revised the project schedule. The new timeline is as follows:

- Milestone 1: [New date]
- Milestone 2: [New date]
- Milestone 3: [New date]
- Completion Date: [New completion date]

We apologize for any inconvenience this may cause and appreciate your understanding. If you have any questions or require further details, please do not hesitate to contact us.

Thank you for your cooperation.

Sincerely,

[Your Name]
[Your Position]
[Company Name]
[Contact Information]