

## **Subject: Revised Project Deadline Notification**

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inform you of a revision to the project deadline for [Project Name]. Due to [reason for the delay, e.g., unforeseen circumstances, resource availability], we have had to adjust the timeline.

The new deadline for the project completion is now set for [New Deadline Date]. We appreciate your understanding and flexibility regarding this change, and we are committed to ensuring that we meet the revised timeline without compromising on quality.

Please feel free to reach out if you have any questions or if you would like to discuss this further.

Thank you for your attention to this matter.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]