

Project Milestone Adjustment Notification

Date: [Insert Date]

To: [Client's Name]

From: [Your Name]

Subject: Adjustment to Project Milestone

Dear [Client's Name],

We hope this message finds you well. As we progress with the [Project Name] project, we would like to propose an adjustment to the project milestones originally outlined in our agreement.

After thorough review and consideration of the current project timeline and deliverables, we believe that the following adjustments will ensure the continued success of the project:

- **Original Milestone:** [Original Milestone Description] **Due Date:** [Original Due Date]
- **Adjusted Milestone:** [Adjusted Milestone Description] **New Due Date:** [New Due Date]

We appreciate your understanding as we navigate these changes. Our goal is to deliver the highest quality results, and we believe these adjustments will align with that objective.

We are happy to discuss this adjustment further at your convenience. Thank you for your continued trust in our services.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]