

Consulting Project Phase Timeline Realignment

Date: [Insert Date]

To: [Client's Name]

From: [Your Name]

Subject: Realignment of Consulting Project Phase Timeline

Dear [Client's Name],

We hope this message finds you well. We would like to take a moment to discuss the current timeline of our consulting project.

After careful assessment and consideration of the project phases, we believe a realignment of our timeline is necessary to ensure that we meet all objectives efficiently. Below is the proposed revised timeline:

- **Phase 1: [Phase Description]** - [New Start Date] to [New End Date]
- **Phase 2: [Phase Description]** - [New Start Date] to [New End Date]
- **Phase 3: [Phase Description]** - [New Start Date] to [New End Date]

We believe this adjustment will provide us with a better opportunity to deliver the high-quality results you expect. We are open to discussing these changes in more detail at your earliest convenience.

Thank you for your understanding and continued partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]