

Consulting Project Schedule Modification

Date: [Insert Date]

To: [Recipient Name]
[Recipient Title]
[Company Name]
[Company Address]

Dear [Recipient Name],

We hope this message finds you well. We are writing to discuss the schedule for our current consulting project titled "[Project Title]." Due to [reason for modification], we believe it is necessary to propose modifications to the original timeline.

Below are the suggested changes to the project schedule:

- Original Completion Date: [Original Date]
- Proposed New Completion Date: [New Date]
- Milestones Adjustments: [List any relevant milestones and their new dates]

We believe these adjustments will help us achieve the project goals more effectively. We appreciate your understanding and support regarding this matter.

Please let us know a convenient time for us to discuss this further or feel free to reach out if you have any questions or concerns.

Thank you for your attention to this matter.

Sincerely,
[Your Name]
[Your Title]
[Your Company]
[Your Contact Information]