

# Request for Revision of Project Timeline

Date: [Insert Date]

To: [Client Name]

From: [Your Name]

Subject: Request for Revision of Project Timeline

Dear [Client Name],

I hope this message finds you well. I am writing to discuss our current consulting project, [Project Name], and the timeline we initially set for its completion.

As we progress, we have encountered a few unforeseen challenges that may affect our delivery schedule. Therefore, I would like to propose a revision of the project timeline to ensure we meet our objectives without compromising on quality.

Here are the suggested adjustments to the timeline:

- Phase 1: [New Start Date] to [New End Date]
- Phase 2: [New Start Date] to [New End Date]
- Final Review and Delivery: [New Date]

I believe these changes will help us to better align with the project goals and provide you with the best possible results. Please let me know your thoughts on this adjustment, and if you would like to discuss this in more detail, I would be happy to schedule a meeting.

Thank you for your understanding, and I look forward to your response.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]