

Consulting Project Timing Change Notice

Date: [Insert Date]

From: [Your Name]
[Your Position]
[Your Company]
[Your Email]
[Your Phone Number]

To: [Client's Name]
[Client's Position]
[Client's Company]
[Client's Email]
[Client's Phone Number]

Dear [Client's Name],

We hope this message finds you well. We are reaching out to inform you of a change in the timing of our ongoing consulting project, [Project Name]. Due to [reason for the change], we will need to adjust our schedule as follows:

- **Original Timeline:** [Insert Original Dates]
- **Revised Timeline:** [Insert New Dates]

We apologize for any inconvenience this may cause and appreciate your understanding. Please let us know if you have any questions or concerns regarding this change.

Thank you for your flexibility and support as we continue to work together on this project.

Best regards,

[Your Name]
[Your Position]
[Your Company]