

Consulting Project Timeline Update

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inform you about a change in the timeline for our consulting project titled "[Project Name]." Due to [reason for timeline change], we have made adjustments to our original schedule.

Here is the updated timeline:

- **Phase 1:** [New Date]
- **Phase 2:** [New Date]
- **Phase 3:** [New Date]
- **Final Review:** [New Date]

We understand the importance of adhering to schedules, and we appreciate your understanding as we navigate these changes. Please feel free to reach out if you have any questions or concerns regarding this updated timeline.

Thank you for your continued support.

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