

Consulting Work Plan Timeline Alteration

Date: [Insert Date]

To: [Client's Name]

From: [Your Name]

Subject: Alteration to Consulting Work Plan Timeline

Dear [Client's Name],

I hope this message finds you well. I am writing to inform you of a proposed alteration to the timeline of our current consulting work plan.

As we progress with the project, we have identified some areas that require additional time to ensure the highest quality of deliverables. Below is the adjusted timeline:

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

We believe that these adjustments will greatly benefit the project's outcome and align our expectations more closely with the deliverables. Please let us know your thoughts on this alteration at your earliest convenience.

Thank you for your understanding and continued collaboration.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]