

Timeline Adjustment Request

Date: [Insert Date]

To: [Recipient's Name]

Title: [Recipient's Title]

Company: [Recipient's Company]

Address: [Recipient's Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request an adjustment to the timeline originally established for [Project/Task Name]. Due to [brief explanation of the reasons, e.g., unexpected delays, resource constraints], I believe that an adjustment is necessary to ensure the successful completion of the project.

Currently, the timeline is set for [Current Timeline Dates]. I propose the following adjustments:

- Phase 1: [New Dates]
- Phase 2: [New Dates]
- Final Delivery: [New Date]

I believe these changes will allow us to effectively address the challenges we are facing and maintain the quality of work expected in our collaboration. I appreciate your understanding and consideration of this request.

Please feel free to reach out if you need further details or to discuss this matter at your earliest convenience.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]