

# Project Timeline Verification

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Verification of Project Timeline

Dear [Recipient's Name],

I hope this message finds you well. I am writing to verify the timeline for the [Project Name]. Below is the proposed timeline for your review:

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

Please review the timeline and confirm if it aligns with your expectations. Should there be any discrepancies or adjustments needed, do not hesitate to reach out.

Thank you for your attention to this matter. I look forward to your prompt reply.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]