

# Project Outline Adjustment Notification

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Adjusted Project Outline for [Project Name]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inform you about the adjustments made to the project outline for [Project Name]. Based on our recent discussions and feedback, we have made several modifications to better align with our goals and timelines.

## Adjusted Project Outline

- **Objective:** [Describe new objective]
- **Timeline:** [Insert updated timeline]
- **Key Deliverables:** [List new/key deliverables]
- **Responsibilities:** [Outline team responsibilities]

Please review the attached document for detailed changes and let me know your thoughts. We value your input and look forward to your feedback.

Thank you for your attention to this matter.

Best regards,  
[Your Name]  
[Your Position]  
[Your Company]