

# Project Timeline Adjustments Notification

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Adjustments to Project Timeline Due to Identified Risks

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inform you of some necessary adjustments to our project timeline as a result of identified risks that could impact our deliverables.

After reviewing our current progress and potential challenges, we have outlined the following changes:

- **Task Name:** [Task Name]
- **Original Due Date:** [Original Due Date]
- **New Due Date:** [New Due Date]
- **Reason for Adjustment:** [Brief Explanation of Risks]

We believe these adjustments are essential to ensure the successful completion of the project while effectively managing risks. We appreciate your understanding and support in this matter.

Please feel free to reach out if you have any questions or need further clarification.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]