

# Notice of Immediate Project Timeline Modification

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Modification of Project Timeline for [Project Name]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inform you of a necessary modification to the timeline for the [Project Name] project. After careful consideration, we have identified some factors that require us to adjust our schedule to ensure the successful completion of the project.

The following changes are proposed:

- Original Completion Date: [Original Date]
- New Completion Date: [Revised Date]
- Reason for Change: [Brief Explanation]

We understand that this modification may impact your workflow, and we are committed to collaborating with you to adjust any associated plans accordingly. Please feel free to reach out if you have any questions or need further clarification.

Thank you for your understanding and continued support.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]