

Revised Project Timeline Submission

Date: [Insert Date]

To,

[Recipient's Name]

[Recipient's Title]

[Recipient's Company]

[Recipient's Address]

Dear [Recipient's Name],

Subject: Submission of Revised Project Timeline

I hope this message finds you well. I am writing to submit the revised timeline for the [Project Name] project as discussed in our recent meetings. After careful consideration and input from our team, we have made several adjustments to the initial timeline to ensure a more realistic and achievable schedule.

The revised project timeline is attached for your review. Key changes include:

- Adjustment of milestone dates
- Reallocation of resources
- Incorporation of feedback received during the last project meeting

We believe these changes will enhance our ability to meet the project objectives and deliver quality results. We appreciate your understanding and support as we implement these adjustments.

Should you have any questions or require further discussion regarding the revised timeline, please do not hesitate to reach out.

Thank you for your attention.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]