

# Project Timeline Adjustment Request

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Request for Adjustment to Project Timeline - [Project Name]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request an adjustment to the project timeline for [Project Name]. Given the recent developments and unforeseen circumstances, such as [briefly explain reasons, e.g., resource availability, technical challenges], it has become apparent that the current timeline may not be feasible.

We propose extending the deadline for the following milestones:

- [Milestone 1: Current Date - Proposed New Date]
- [Milestone 2: Current Date - Proposed New Date]
- [Milestone 3: Current Date - Proposed New Date]

We believe that this adjustment will allow us to deliver a higher quality outcome and meet project goals effectively. Please let me know a convenient time for us to discuss this further or if you require any additional information.

Thank you for your understanding and support.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]