

# Revised Delivery Timeline Request

To: [Recipient's Name]

From: [Your Name]

Date: [Current Date]

Subject: Request for Revised Delivery Timeline

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request a revision of the delivery timeline for [specific project or order details] due to [brief explanation of the reason, e.g., unforeseen circumstances, resource availability issues].

The original delivery date was set for [original date], and I would like to propose a new timeline that allows us to better accommodate the current situation. I suggest a revised delivery date of [proposed new date]. I believe this will ensure that we maintain the quality and standards expected in our collaboration.

Please let me know if the proposed timeline works for you, or if there are any adjustments that need to be discussed. I appreciate your understanding and support in this matter.

Thank you for your attention to this request. I look forward to your prompt response.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]