

# Development Schedule for [Project Name]

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Development Schedule for [Project Name]

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**Dear [Recipient Name],**

We are pleased to share the development schedule for the [Project Name]. Below is a detailed timeline outlining the key milestones and deliverables:

## **Development Phases:**

- **Phase 1: Requirements Gathering**  
Start Date: [Insert Start Date]  
End Date: [Insert End Date]
- **Phase 2: Design**  
Start Date: [Insert Start Date]  
End Date: [Insert End Date]
- **Phase 3: Development**  
Start Date: [Insert Start Date]  
End Date: [Insert End Date]
- **Phase 4: Testing**  
Start Date: [Insert Start Date]  
End Date: [Insert End Date]
- **Phase 5: Deployment**  
Start Date: [Insert Start Date]  
End Date: [Insert End Date]

## **Key Deliverables:**

- [Deliverable 1]
- [Deliverable 2]
- [Deliverable 3]

Please review the schedule and let me know if there are any questions or adjustments needed.

Thank you for your attention.

**Sincerely,**

[Your Name]

[Your Position]

[Your Contact Information]