

Notification of Project Timeline Adjustment

Dear [Client's Name],

I hope this message finds you well. We are writing to inform you of a necessary adjustment to the timeline of the [Project Name] project.

Due to [brief explanation of reasons for adjustment, e.g., unforeseen circumstances, resource availability], we will need to modify the timeline to ensure that we maintain the quality and standards we pride ourselves on.

The updated timeline is as follows:

- Phase 1: [New Dates]
- Phase 2: [New Dates]
- Phase 3: [New Dates]

We understand that changes can be challenging, and we appreciate your flexibility and understanding as we navigate this adjustment. Our team remains committed to delivering the project on time, and we are taking all necessary measures to minimize delays.

Please feel free to reach out if you have any questions or concerns regarding this adjustment.

Thank you for your continued support.

Sincerely,

[Your Name]
[Your Position]
[Your Company]
[Contact Information]