

Service Delivery Timeline Adjustment Notice

Date: [Insert Date]

To: [Recipient Name]

Company: [Recipient Company]

Address: [Recipient Address]

Dear [Recipient Name],

We hope this message finds you well. We are writing to inform you about an adjustment to the service delivery timeline for [specific service or project name]. Due to [brief explanation of reason for adjustment], we need to modify our original schedule.

Originally, we had planned to deliver the service by [original delivery date]. However, we are now aiming for a revised completion date of [new delivery date]. We appreciate your understanding in this matter and are committed to maintaining the quality and standards you expect from us.

If you have any questions or concerns regarding this adjustment, please feel free to reach out to us directly at [your contact information]. We value your partnership and thank you for your understanding.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]