

Notification of Postponed Task Timelines

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you that the timelines for the following tasks have been postponed:

- Task 1: [Original Deadline] - New Deadline: [New Deadline]
- Task 2: [Original Deadline] - New Deadline: [New Deadline]
- Task 3: [Original Deadline] - New Deadline: [New Deadline]

The decision to postpone these tasks was made due to [reason for postponement]. We believe this adjustment will allow us to maintain the quality of our work and better meet our objectives.

We appreciate your understanding and flexibility regarding these changes. Please feel free to reach out if you have any questions or need further clarification.

Thank you for your cooperation.

Sincerely,
[Your Name]
[Your Position]
[Your Company]