

Proposed Timeline Modifications

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Proposed Modifications to Project Timeline

Dear [Recipient's Name],

I hope this message finds you well. I am writing to propose modifications to the current timeline of [Project Name] due to [briefly state reason, e.g., unforeseen circumstances, resource availability, etc.].

Below is a revised timeline for your consideration:

- **Phase 1:** [New Start Date] to [New End Date]
- **Phase 2:** [New Start Date] to [New End Date]
- **Phase 3:** [New Start Date] to [New End Date]

I believe these modifications will help us achieve better outcomes while maintaining the quality of our work. I am looking forward to your feedback.

Thank you for considering this request.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]