

Subject: Notification of Rescheduled Milestones

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inform you about the recent changes to our project timeline. Due to [reason for rescheduling], we have rescheduled the following milestones:

- **Milestone 1:** [Original Date] - [New Date]
- **Milestone 2:** [Original Date] - [New Date]
- **Milestone 3:** [Original Date] - [New Date]

We appreciate your understanding and flexibility regarding these adjustments. Our team is committed to ensuring the successful progress of the project and will continue to keep you updated on any further developments.

If you have any questions or concerns, please do not hesitate to reach out.

Thank you for your cooperation.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]