

Revised Project Schedule Notification

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you of the revised schedule for the [Project Name] project, originally set to commence on [Original Start Date]. Due to [reason for revision], we have updated the timeline as follows:

Revised Schedule:

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

We apologize for any inconvenience this may cause and appreciate your understanding as we strive to ensure the project's success.

Please feel free to reach out if you have any questions or require further information.

Thank you for your continued support.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]