

# Timeline Adjustment Notification

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you of necessary adjustments to the timeline regarding the resolution of [case reference number or title].

Due to [brief explanation of reason for delay], we need to shift the following milestones:

- **Original Deadline:** [Original Date] - **New Deadline:** [New Date]
- **Original Deadline:** [Original Date] - **New Deadline:** [New Date]
- **Original Deadline:** [Original Date] - **New Deadline:** [New Date]

We understand the importance of this case and are committed to maintaining transparency throughout this process. If you have any questions or need further clarification, please do not hesitate to reach out.

Thank you for your understanding and cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]