

Subject: Adjustment to IT Project Timeline

Dear [Project Team/Stakeholders],

I hope this message finds you well. I am writing to inform you of some necessary adjustments to the timeline of our current IT project, [Project Name]. Due to [reason for adjustments, e.g., unforeseen circumstances, resource availability], we will need to revise our initial schedule.

Revised Project Timeline

Phase	Original Date	New Date
Phase 1: Requirement Gathering	[Original Date]	[New Date]
Phase 2: Development	[Original Date]	[New Date]
Phase 3: Testing	[Original Date]	[New Date]
Phase 4: Deployment	[Original Date]	[New Date]

We understand that changes can impact your plans, and we appreciate your flexibility and understanding. Please feel free to reach out if you have any questions or need further clarification regarding these adjustments.

Thank you for your attention.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]