

Project Schedule Disruption Acknowledgment

Dear [Recipient's Name],

We acknowledge the receipt of your notification regarding the disruption of the project schedule due to [reason for disruption]. We understand the implications this may have on our timelines and commitments.

We appreciate your transparency in this matter and are actively working to assess the impact on our project delivery. Our team is committed to maintaining communication and collaborating with you to develop a revised schedule that accommodates the necessary adjustments.

Thank you for your understanding and support.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Date]