

Letter of Understanding

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

Dear [Recipient's Name],

We hope this message finds you well. We are writing to address the concerns regarding the project timeline for [Project Name]. We understand that there have been some challenges that may affect our initial schedule.

After our recent discussions, we acknowledge the following issues:

- Delay in resource availability
- Unforeseen technical challenges
- Adjustments in project scope as per client feedback

We believe it is crucial to maintain open communication and establish a revised timeline that is mutually agreeable. Below are the proposed adjustments:

- New completion date: [Insert Date]
- Milestone adjustments: [Briefly outline changes]
- Regular check-in meetings: [Frequency of meetings]

We appreciate your understanding and collaboration on these matters. Please confirm your acceptance of this letter, and feel free to suggest any further modifications as needed.

Thank you for your attention to this matter. We look forward to overcoming these challenges together.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]