

Notification of Review Timeline Adjustment

Date: [Insert Date]

Dear [Recipient's Name],

We are writing to inform you of an adjustment to the review timeline for your [application/submission/project] originally scheduled for [original date]. Due to [reason for adjustment], we must extend the review period.

The new timeline is as follows:

- New Review Start Date: [Insert Date]
- New Review End Date: [Insert Date]
- Notification of Decision Date: [Insert Date]

We appreciate your understanding and patience during this time. If you have any questions or require further information, please do not hesitate to contact us at [contact information].

Thank you for your collaboration.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]