

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Today's Date]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to discuss the recent project timeline and the challenges surrounding our current deadlines. Despite our best efforts, we are encountering unmet time constraints that may hinder the successful completion of [specific project or task].

Due to [briefly explain reason for unmet time constraints], we are unable to adhere to the established timeline. To ensure the quality and effectiveness of our work, I would like to propose a revision of the timeline and discuss possible solutions.

Please let me know a convenient time for us to meet and discuss this matter further. Thank you for your understanding and support.

Sincerely,

[Your Name]

[Your Position]

[Your Company/Organization]