

Application for Project Schedule Modification

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company/Organization]

[Your Address]

[City, State, Zip Code]

[Recipient Name]

[Recipient Position]

[Recipient Company/Organization]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request a modification to the schedule of the [Project Name] that is currently underway. Due to [briefly explain the reasons for the modification, e.g., unforeseen circumstances, resource availability issues, etc.], we find it necessary to adjust our timeline to ensure the successful completion of the project.

We propose the following modifications to the current schedule:

- Original Task: [Task Name] - New Deadline: [New Date]
- Original Task: [Task Name] - New Deadline: [New Date]
- Original Task: [Task Name] - New Deadline: [New Date]

We believe that these adjustments will help us maintain the quality and integrity of the project. I appreciate your understanding and support in this matter and look forward to your favorable response.

Thank you for considering this request.

Sincerely,

[Your Name]

[Your Position]

[Your Company/Organization]