

# Notification of Project Timeline Adjustment

Dear [Recipient's Name],

We hope this message finds you well. We would like to inform you about an adjustment to the timeline of our project, [Project Name]. Due to [reason for adjustment], we have made the following changes:

- **Original Deadline:** [Original Deadline Date]
- **New Deadline:** [New Deadline Date]
- **Impact on Project Milestones:** [Brief description of how milestones are affected]

We understand the importance of adhering to timelines and appreciate your flexibility and understanding during this adjustment period.

If you have any questions or need further clarification, please do not hesitate to reach out.

Thank you for your continued cooperation.

Sincerely,  
[Your Name]  
[Your Position]  
[Your Company]