

Revised Project Timeline Notification

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inform you about the revised timeline for the [Project Name] due to unforeseen delays we have encountered.

After careful consideration, we have updated the project schedule as follows:

Milestone	Original Completion Date	Revised Completion Date
[Milestone 1]	[Original Date]	[New Date]
[Milestone 2]	[Original Date]	[New Date]
[Milestone 3]	[Original Date]	[New Date]

We appreciate your understanding and cooperation during this time. We are committed to maintaining the quality of our work and will keep you updated on any further changes as necessary.

Thank you for your support.

Sincerely,

[Your Name]
[Your Position]
[Company Name]
[Contact Information]