

Project Milestone Adjustment Notification

Date: [Insert Date]

To: [Supplier Name]

From: [Your Company Name]

Subject: Notification of Project Milestone Adjustment

Dear [Supplier Contact Name],

We hope this message finds you well. We would like to inform you about an adjustment to the project milestones regarding [Project Name].

Due to [reason for adjustment], we have made the following changes to the project milestones:

- **Original Milestone:** [Original Milestone Description] - **New Date:** [New Date]
- **Original Milestone:** [Another Original Milestone Description] - **New Date:** [Another New Date]

We appreciate your understanding and cooperation as we navigate this adjustment. Please let us know if you require any further details or clarification regarding the new timelines.

Thank you for your continued partnership.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Contact Information]