

Project Service Timeline Adjustment

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Adjustment to Project Service Timeline

Dear [Recipient Name],

I hope this message finds you well. I am writing to inform you about an adjustment to the service timeline for the [Project Name] project. Due to [reason for adjustment], we find it necessary to extend the timeline to ensure we meet the project goals effectively.

The updated timeline is as follows:

- Phase 1: [New Start Date] to [New End Date]
- Phase 2: [New Start Date] to [New End Date]
- Phase 3: [New Start Date] to [New End Date]

We appreciate your understanding and support as we make these adjustments. Please feel free to reach out if you have any questions or need further clarification.

Thank you for your continued partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]