

Project Timeline Modification Request

Date: [Insert Date]

To: [Contractor's Name]

Company: [Contractor's Company]

Address: [Contractor's Address]

Dear [Contractor's Name],

I hope this message finds you well. I am writing to formally request a modification to the timeline of our current project, [Project Name]. Due to [reason for modification], we believe it is necessary to adjust the project deadlines to ensure successful completion.

Proposed Modifications:

- **Original Start Date:** [Original Start Date]
- **New Start Date:** [Proposed New Start Date]
- **Original Completion Date:** [Original Completion Date]
- **New Completion Date:** [Proposed New Completion Date]

We believe that these adjustments will facilitate better project execution and final delivery. Please let us know if you are agreeable to these changes or if you'd like to discuss this matter further.

Thank you for your understanding and cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]