

# Project Timeline Revision Notification

Date: [Insert Date]

To: [Contractor's Name]  
[Contractor's Company]  
[Contractor's Address]

Dear [Contractor's Name],

We are writing to inform you about a revision to the project timeline for [Project Name]. After reviewing the current progress and taking into consideration recent developments, we have made adjustments to the schedule.

Attached to this letter, you will find the revised project timeline. Please review it carefully and make the necessary arrangements to align your work accordingly. We believe that these adjustments will facilitate a smoother workflow and ensure the successful completion of the project.

If you have any questions or need further clarification regarding the revised timeline, please feel free to reach out to us at your earliest convenience.

Thank you for your attention to this matter.

Sincerely,

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