

# Revised Contractor Work Schedule

Date: [Insert Date]

To: [Contractor's Name]

Company: [Contractor's Company]

Address: [Contractor's Address]

Dear [Contractor's Name],

We are writing to inform you of the revised work schedule for the [Project Name]. After recent discussions and assessments, we have updated the timeline for the remaining tasks. The new schedule is as follows:

- **Task 1: [Task Description]** - New Start Date: [Date], End Date: [Date]
- **Task 2: [Task Description]** - New Start Date: [Date], End Date: [Date]
- **Task 3: [Task Description]** - New Start Date: [Date], End Date: [Date]

Please review the updated schedule and let us know if you have any questions or concerns. Your cooperation is greatly appreciated as we work towards the successful completion of this project.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]