

# Contractor Schedule Update

Date: [Insert Date]

To: [Contractor Name]

From: [Your Name]

Subject: Updated Schedule for Project [Project Name]

Dear [Contractor Name],

I hope this message finds you well. We would like to inform you of some scheduling updates regarding the ongoing project [Project Name]. Please find the revised schedule below:

## Updated Schedule:

- Start Date: [Updated Start Date]
- End Date: [Updated End Date]
- Key Milestones:
  - [Milestone 1]: [Date]
  - [Milestone 2]: [Date]
  - [Milestone 3]: [Date]

We appreciate your flexibility and understanding as we make these adjustments. Please let us know if the new schedule works for you or if you have any concerns.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]