

Updated Project Schedule Notification

Date: [Insert Date]

To: [Contractor's Name]

Company: [Contractor's Company]

Dear [Contractor's Name],

We hope this message finds you well. We would like to inform you that there has been an updated project schedule for the [Project Name]. This update reflects the latest changes in timelines and milestones that are crucial for the successful completion of the project.

Please find below the key updates:

- **Milestone 1:** [New Date]
- **Milestone 2:** [New Date]
- **Milestone 3:** [New Date]

We urge you to review the updated schedule and adjust your plans accordingly. Should you have any questions or require further clarification, please do not hesitate to contact us.

Thank you for your attention to this matter.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]