

# Contractor Work Timeline Realignment

Date: [Insert Date]

To: [Contractor's Name]

[Contractor's Company Name]

[Contractor's Address]

Dear [Contractor's Name],

We appreciate your continued efforts on the [Project Name] project. As we move forward, it has become necessary to realign our work timeline to better meet our goals and deadlines.

Below you will find the revised timeline:

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

We kindly ask you to confirm your acceptance of this updated timeline by [Response Deadline]. If you have any concerns or need further adjustments, please do not hesitate to reach out.

Thank you for your understanding and cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]