

# Project Timeline Amendment Request

Date: [Insert Date]

[Your Name]  
[Your Position]  
[Your Company]  
[Your Email]  
[Your Phone Number]

[Recipient Name]  
[Recipient Position]  
[Recipient Company]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request an amendment to the timeline of our current project, [Project Name]. Due to [briefly explain reason for amendment], we believe it is necessary to adjust the project timeline to ensure its successful completion.

We propose the following changes to the project milestones:

- Original Milestone 1: [Insert Date] -> Revised Milestone 1: [Insert New Date]
- Original Milestone 2: [Insert Date] -> Revised Milestone 2: [Insert New Date]
- Original Milestone 3: [Insert Date] -> Revised Milestone 3: [Insert New Date]

Your understanding and support in this matter would be greatly appreciated. Please let me know if we can schedule a time to discuss this further or if you require any additional information.

Thank you for your attention to this request. I look forward to your favorable response.

Sincerely,

[Your Name]  
[Your Position]  
[Your Company]