

[Your Name]

[Your Title]

[Your Company]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request a revised proposal timeline for our ongoing project, [Project Name]. Due to [brief explanation of reason for timeline adjustment, e.g., unforeseen circumstances, additional requirements], we believe that adjusting the current schedule is necessary to ensure the successful completion of the project.

We would appreciate it if you could provide us with an updated timeline that reflects these changes. Ideally, we would like to receive this revised proposal by [specific date]. This adjustment will allow us to align our resources and efforts effectively.

Thank you for your attention to this matter. We look forward to your prompt response.

Sincerely,

[Your Name]

[Your Title]

[Your Company]