

Contractor Baseline Schedule Adjustment Request

Date: [Insert Date]

To: [Recipient's Name]

Company: [Recipient's Company]

Address: [Recipient's Address]

Subject: Request for Baseline Schedule Adjustment

Dear [Recipient's Name],

We are writing to formally request an adjustment to the baseline schedule for the [Project Name] project. Due to [briefly explain reasons: unforeseen circumstances, delays, etc.], we believe that an adjustment is necessary to ensure successful project completion.

The proposed adjustments include:

- Task 1: [New Start Date] - [New End Date]
- Task 2: [New Start Date] - [New End Date]
- Task 3: [New Start Date] - [New End Date]

We have attached a detailed report along with the revised schedule for your review. We appreciate your understanding and cooperation in this matter and look forward to your prompt response.

Thank you for your attention to this request.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Phone Number]

[Your Email]