

Notification of Baseline Schedule Revision

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Revision of Baseline Schedule

Dear [Recipient Name],

We are writing to formally notify you of a revision to the baseline schedule for the project titled [Project Name]. This revision is necessary due to [reason for revision].

The key changes are as follows:

- Task ID: [ID] - Original Date: [Original Date] - Revised Date: [Revised Date]
- Task ID: [ID] - Original Date: [Original Date] - Revised Date: [Revised Date]
- Task ID: [ID] - Original Date: [Original Date] - Revised Date: [Revised Date]

Please find the updated schedule attached for your review. We are committed to maintaining clear communication and ensuring the project remains on track despite these changes.

Should you have any questions or require further clarification, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[Your Phone Number]

[Your Email Address]