

# Contractor Baseline Schedule Update

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Update on Baseline Schedule

Dear [Recipient Name],

I hope this message finds you well. This letter serves to provide you with an update on the baseline schedule for [Project Name]. As per our recent discussions and the latest project developments, we have made several adjustments to the schedule to better align with project milestones.

Key Updates:

- Task A: [New Deadline]
- Task B: [New Deadline]
- Task C: [New Deadline]

Attached to this email you will find the revised baseline schedule for your review. We encourage you to share any feedback or concerns you may have regarding these updates.

Thank you for your attention to this matter. Please feel free to contact me directly at [Your Phone Number] or [Your Email Address] if you have any questions.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]