

Timeline Update for Digital Project

Dear [Client's Name],

We hope this message finds you well. We are writing to provide you with an update on the timeline for the [Project Name] project.

Current Status:

As of [Date], we have completed the following milestones:

- [Milestone 1: Description]
- [Milestone 2: Description]
- [Milestone 3: Description]

Upcoming Tasks:

Looking ahead, the next steps include:

- [Upcoming Task 1: Description] - Due by [Date]
- [Upcoming Task 2: Description] - Due by [Date]

Revised Timeline:

Based on our progress and feedback, we have adjusted the project timeline as follows:

Task	Original Due Date	Revised Due Date
[Task 1]	[Original Date]	[Revised Date]
[Task 2]	[Original Date]	[Revised Date]

We appreciate your understanding as we work to ensure the quality and success of the project. Please feel free to reach out if you have any questions or concerns.

Best regards,
[Your Name]
[Your Position]
[Your Company]
[Contact Information]