

Agreement to Adjusted Timetable

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

We are writing to confirm our agreement regarding the adjusted timetable for [specific project or event]. After our recent discussions, we have reached a consensus on the following adjustments:

- **Original Date/Time:** [Insert Original Date/Time]
- **New Date/Time:** [Insert New Date/Time]
- **Reason for Adjustment:** [Insert Reason]

Both parties agree to adhere to this adjusted timetable moving forward. Please confirm your acceptance of these changes by signing below.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

Acceptance:

By signing below, I acknowledge and accept the adjusted timetable as outlined above.

[Recipient's Name]

Date: _____