

Construction Project Timeline Revision

Date: [Insert Date]

To: [Recipient Name]

Company Name: [Recipient Company]

Address: [Recipient Address]

Dear [Recipient Name],

We hope this message finds you well. We are writing to inform you of a revision to the timeline of the [Project Name] project, originally scheduled to be completed on [Original Completion Date]. Due to [reason for revision], we have updated the project timeline to ensure timely and quality delivery.

Revised Timeline

- Phase 1: [New Date Range]
- Phase 2: [New Date Range]
- Phase 3: [New Date Range]
- Completion Date: [New Completion Date]

We appreciate your understanding and cooperation regarding these changes. Our team is committed to maintaining the highest standards of quality, and we believe this revision will further support our project goals.

If you have any questions or require further information, please do not hesitate to contact us.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]