

Construction Schedule Modification

Date: [Insert Date]

To: [Recipient Name]

[Recipient Address]

Dear [Recipient Name],

We are writing to inform you of a modification to the construction schedule for the [Project Name] project, originally established on [Original Start Date]. Due to [reason for modification], we have had to adjust the timeline.

The new schedule is as follows:

- **Phase 1:** [New Dates]
- **Phase 2:** [New Dates]
- **Phase 3:** [New Dates]

We understand that modifications may impact your planning and we apologize for any inconvenience this may cause. We are committed to maintaining open communication and will keep you updated on any further changes.

Thank you for your understanding and cooperation.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company]

[Your Contact Information]