

# Project Timeline Adjustment

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Adjustment to Project Timeline

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inform you about a necessary adjustment to the timeline of our project, [Project Name]. After careful consideration and evaluation of our current progress, we have identified a few critical factors that require us to extend the timeline.

The original project timeline was set for [Original Timeline], but due to [reason for adjustment], we propose a new timeline as follows:

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

We believe that this adjustment will allow us to maintain the quality and standards we aim for in this project. Your understanding and support in this matter are greatly appreciated.

Please let me know if you would like to discuss this further or if you have any questions.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]