

# Project Timeline Revision

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Revised Project Timeline Details

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inform you about the revised timeline for the [Project Name] project. After reviewing our current progress and addressing some recent challenges, we've made adjustments to the project schedule.

## Revised Timeline

Task	Original Deadline	Revised Deadline
[Task 1]	[Original Deadline 1]	[Revised Deadline 1]
[Task 2]	[Original Deadline 2]	[Revised Deadline 2]
[Task 3]	[Original Deadline 3]	[Revised Deadline 3]

We believe that these changes will allow us to maintain the quality of our output while ensuring timely completion. Please feel free to reach out if you have any questions or require further information.

Thank you for your understanding and support.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]