

Construction Project Timeline Adjustment

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

Dear [Recipient's Name],

We hope this letter finds you well. We are writing to inform you of an adjustment to the timeline of the [Project Name] due to [reason for adjustment].

Originally, the project was scheduled for completion on [Original Completion Date]. However, due to [specific reasons such as delays in material delivery, unforeseen site conditions, etc.], we now anticipate that the completion date will be extended to [New Completion Date].

We understand that this adjustment may impact your operations, and we are committed to minimizing any potential disruptions. We are implementing additional measures to ensure that work progresses efficiently moving forward.

Please feel free to reach out if you have any questions or concerns regarding this adjustment. We appreciate your understanding and cooperation.

Thank you for your continued partnership.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]