

# Notification of Revised Project Completion Date

Date: [Insert Date]

To: [Recipient's Name]

Company: [Recipient's Company]

Address: [Recipient's Address]

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Dear [Recipient's Name],

We would like to inform you that the completion date for the [Project Name] has been revised. The new estimated completion date is [New Completion Date].

This change is due to [brief explanation of reasons for the revision, e.g., unforeseen circumstances, resource availability, etc.]. We are committed to ensuring the quality and success of this project and appreciate your understanding and support.

If you have any questions or require further clarification, please do not hesitate to contact us at [Your Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]