

Request for Adjustment of Project Completion Schedule

Date: [Insert Date]

To: [Recipient's Name]

Title: [Recipient's Title]

Company: [Recipient's Company]

Address: [Recipient's Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request an adjustment to the completion schedule of the [Project Name]. Due to [briefly explain reasons for the delay or need for adjustment], it has become necessary to revisit our timelines to ensure the successful completion of the project.

We greatly value our partnership and aim to maintain the high standards we both expect from this project. To accommodate the changes, I propose the following revised schedule: [insert new proposed dates and milestones].

I appreciate your understanding and support regarding this matter. Please let me know a convenient time for us to discuss this further or if you require any additional information.

Thank you for your attention to this request. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Email]

[Your Phone Number]