

Project Timeline Extension Update

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inform you about an important update regarding the timeline of the [Project Name] project.

After careful consideration and evaluation of our current progress, we have decided to extend the project timeline. This decision was made to ensure that we maintain the highest quality standards and achieve the desired outcomes.

The new timeline is as follows:

- **Phase 1:** [New Date]
- **Phase 2:** [New Date]
- **Completion:** [New Date]

We appreciate your understanding and support as we work through these changes. Please feel free to reach out if you have any questions or concerns.

Thank you for your continued partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]