

Proposal for Adjusted Timeline for Contract Completion

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Position]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to propose an adjustment to the timeline for the completion of our current contract, [Contract Number/Title]. Due to [briefly explain reason for delay, e.g., unforeseen circumstances, resource allocation], we believe that an extension is necessary to ensure the quality and success of the project.

We are proposing the new timeline as follows:

- **Milestone 1:** [New Date]
- **Milestone 2:** [New Date]
- **Final Completion:** [New Date]

We appreciate your understanding and support regarding this matter. Please feel free to reach out if you have any questions or require further information. I look forward to your positive response.

Thank you for your attention to this proposal.

Sincerely,

[Your Name]

[Your Position]

[Your Company]