

Update on Contract Timeline Adjustments

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you of some adjustments to the timeline regarding our current contract, originally dated [Original Date].

After a thorough review, the updated milestones are as follows:

- **Milestone 1:** [New Date]
- **Milestone 2:** [New Date]
- **Milestone 3:** [New Date]

We understand that changes to timelines can be challenging, and we appreciate your understanding and flexibility. Should you have any questions or require further clarification, please do not hesitate to reach out to us.

Thank you for your attention to this matter.

Sincerely,
[Your Name]
[Your Position]
[Your Company]