

[Your Name]

[Your Position]

[Your Company]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[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 formally request an adjustment to the timeline of our existing contract dated [Contract Date] regarding [Project or Service]. Due to [reason for adjustment], we propose altering the timeline as follows:

- Original Timeline: [Original Dates]
- Proposed Timeline: [New Dates]

We believe this adjustment will ensure that both parties can meet expectations and maintain the quality of deliverables. Please let us know if you are amenable to this change or if further discussion is needed.

Thank you for your understanding and cooperation. I look forward to hearing from you soon.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Job Title]