

Adjustment Request for Project Milestones

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Request for Adjustment of Project Milestones

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request an adjustment to the milestones of our current project, [Project Name]. Due to [brief explanation of the reason for the adjustment, e.g., unforeseen challenges, resource availability], we believe that a revision of the timelines and deliverables is necessary to ensure the project's success.

Proposed Adjustments:

- **Original Milestone 1:** [Description] - **New Target Date:** [New Date]
- **Original Milestone 2:** [Description] - **New Target Date:** [New Date]
- **Original Milestone 3:** [Description] - **New Target Date:** [New Date]

I believe that these adjustments will allow us to [explain benefits, e.g., enhance quality, meet requirements efficiently]. I appreciate your understanding and support in this matter and am open to discussing this request further at your earliest convenience.

Thank you for considering my request. I look forward to your positive response.

Best regards,
[Your Name]
[Your Position]
[Your Company]
[Your Email]
[Your Phone Number]