

[Your Name]
[Your Position]
[Your Company]
[Your 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 a change to the milestones outlined in our contract dated [Contract Date] regarding [Project/Contract Title].

Due to [reason for the requested change, e.g., unforeseen circumstances, project delays, resource availability], we believe that adjusting the milestones would allow us to [expected outcome of the change].

Specifically, we propose the following changes to the established timeline:

- Milestone 1: [Original Date] to [Proposed New Date]
- Milestone 2: [Original Date] to [Proposed New Date]
- Milestone 3: [Original Date] to [Proposed New Date]

We appreciate your understanding in this matter and look forward to discussing this proposal further. Please let me know a suitable time for us to meet or if you prefer to continue this conversation via email.

Thank you for your attention to this request. I look forward to your prompt response.

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