

Notification of Contract Milestone Adjustment

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to inform you of an adjustment to the milestones outlined in our contract dated [Insert Contract Date]. Due to [reason for adjustment, e.g., unforeseen circumstances, project delays, etc.], we have reassessed our project timeline.

The new milestones are as follows:

- Milestone 1: [New date or criteria]
- Milestone 2: [New date or criteria]
- Milestone 3: [New date or criteria]

We believe that these changes will enable us to achieve the best possible outcomes for the project. We appreciate your understanding and cooperation in this matter.

Please feel free to reach out to us if you have any questions or require further clarification.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]