

Notification of Revised Contract Milestones

Date: [Insert Date]

To: [Recipient Name]

Company: [Recipient Company]

Address: [Recipient Address]

Dear [Recipient Name],

We are writing to inform you of the revised milestones associated with our contract dated [Insert Contract Date]. After careful consideration and discussions, we have updated the timelines and deliverables as follows:

Revised Milestones

- Milestone 1: [Description] - Due Date: [New Due Date]
- Milestone 2: [Description] - Due Date: [New Due Date]
- Milestone 3: [Description] - Due Date: [New Due Date]

We believe these adjustments will facilitate a smoother workflow and enhance the overall project efficiency. Please review the changes and confirm your acceptance by [Response Deadline].

If you have any questions or require further clarification, feel free to reach out.

Thank you for your understanding and cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]