

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Date]

[Recipient Name]
[Recipient Title]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request a revision to the timeline outlined in our existing contract dated [Contract Date].

Due to [reason for request - e.g., unforeseen circumstances, changes in project scope], we believe that adjusting the timeline would be beneficial for both parties. We propose the following revised timeline:

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

We believe these adjustments will ensure the success of the project while allowing us to meet the high standards we aim for. We appreciate your understanding and consideration of this request.

Please let me know a convenient time for us to discuss this matter further or if you require any additional information. Thank you for your cooperation.

Sincerely,
[Your Name]
[Your Title]
[Your Company]