

Acceptance of Adjusted Schedule

Date: [Insert Date]

To,
[Recipient's Name]
[Recipient's Title]
[Company/Organization Name]
[Address]

Dear [Recipient's Name],

I am writing to formally accept the adjusted schedule proposed for [specific project or task]. After careful consideration, I agree that the new timeline of [insert adjusted dates] works best for our current objectives and commitments.

Thank you for your understanding and flexibility. I look forward to continuing our collaboration.

Best regards,

[Your Name]
[Your Title]
[Your Company/Organization Name]
[Your Contact Information]