

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[Recipient Name]

[Recipient Position]

[Recipient Company Name]

[Recipient Company Address]

Dear [Recipient Name],

I am writing to formally accept the adjusted project timeline that was proposed on [Insert Date]. After reviewing the revised schedule and considering the necessary adjustments, we are in agreement with the new deadline of [Insert New Deadline].

We appreciate your flexibility and efforts in modifying the timeline to ensure the project's success. Our team is committed to adhering to these new deadlines and delivering quality outcomes.

Thank you for your understanding. We look forward to our continued collaboration.

Best regards,

[Your Name]

[Your Position]