

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request an adjustment to the timeline for [specific project or task] that is currently scheduled for completion on [original deadline date].

Due to [brief explanation of reasons, e.g. unforeseen circumstances or efficient progress], I believe that we are in a position to complete the work ahead of the original schedule. I am proposing a new deadline of [proposed new deadline date], which I believe is achievable and will benefit the overall objectives of the project.

I appreciate your consideration of this request and am looking forward to your positive response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Position]
[Your Company/Organization Name]