

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

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inform you about an update regarding the due date for the [Project Name].

Due to [reason for the change, e.g., unforeseen circumstances, resource availability], we have had to adjust the original timeline. The new due date for the project will be [New Due Date].

We appreciate your understanding and continued support as we work to ensure the success of this project. Please feel free to reach out if you have any questions or need further information.

Thank you for your attention to this matter.

Best regards,

[Your Name]
[Your Position]
[Your Company]