Information Letter

John Simmons

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November 18, 2050

Charlie S. Dalton

HR Manager
Harmony Dynamics
1375 Park Street
San Francisco, CA 94108

Dear Mr. Dalton.

I trust this letter finds you well. I am writing to provide you with the necessary information regarding the upcoming changes in our project timelines.

As we move into the next phase of the Delta Project, there have been adjustments to the deadlines and deliverables. These modifications aim to ensure the project's successful completion while maintaining the highest quality standards. Please find below a summary of the changes:

- Phase 2 completion date has been extended by one week to accommodate additional testing.
- Client feedback sessions will now be scheduled bi-weekly for more comprehensive reviews.
- The final presentation to stakeholders is rescheduled for December 15, 2050.

We kindly request your team's cooperation in adhering to the updated timelines. If you have any

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