



Information Letter

John Simmons

IT Manager

Harmony Dynamics

1375 Park Street

San Francisco, CA 94108

222 555 7777

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 questions or need further clarification, please do not hesitate to contact me at 222 555 7777.

Informative Letter Template

Susanne Caro

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