

Sender's Full Name

Sender address

Date

Address of the Receiver

Dear _____ (Name of the Recipient),

I sincerely appreciate your support and understanding of the alterations we are trying to make in the upcoming project plan.

I was confident that these small changes can streamline the new project and also facilitate the company in the future.

Thank you once again for showing confidence in my skills. I am sure that you would be happy with the results when the project ends.

Best regards,

----- (Sender Name)