

[Sender Name]
[Sender Title]
[Organization Name]
[Date of Issuance]

[Recipient Name]
[Recipient Title]
[Company Name]
[Address]

RE: NOTICE OF OFFICIAL ACCELERATION

Dear [Recipient Name],

This letter serves as formal notification that the timeline for [Project Name/Contract Agreement] has been officially accelerated. This decision is effective as of [Issuance Date].

Based on this acceleration, the following changes are now in effect:

- Original Completion Date: [Original Date]
- New Accelerated Completion Date: [New Date]
- Key Milestones: [List Milestone Adjustments]

All parties are required to adjust schedules and resource allocations immediately to meet these revised deadlines. Please acknowledge receipt of this letter and submit an updated progress plan by [Deadline Date].

If you have any questions regarding these changes, please contact [Point of Contact] at [Phone/Email].

Sincerely,

[Signature]
[Sender Name]