Date

Name

Address

Dear Mr. Steven,

This letter is in reference to the client meeting held on 2nd January 20XX regarding the ABC Project.

I highly disagree with the settled requirements of the deadline. I had prepared the Gantt chart thoroughly, so as to incorporate the probable delays, emergencies, slacks, miscommunication gaps, etc. On the other hand, the client’s timelines did not address these things. At this time, we are managing more than six projects, which might affect the timelines of one or the other. Considering all these factors, I had prepared the Gantt chart, that I presented in the client meeting.

As you agreed with the client at that time, I stopped arguing after a while. However, I disagree with the required deadlines of the client. I do not want to disappoint and dissatisfy the client later, so it is better to negotiate the timelines at this moment.

I would be grateful to you if you communicate this to the client and make the required amendments. Let me know if you need any other information at [X].

Regards,

Emily John.