

# Subject: Clarification on Altered Launch Date

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally clarify the change in the launch date of [Product/Project Name]. Originally scheduled for [Original Date], the new launch date is now set for [New Date].

We understand the importance of this launch and are committed to ensuring that all stakeholders are informed of these changes as early as possible. The decision to alter the launch date was made to ensure [brief reason for the change, e.g., "the highest quality of our product" or "better alignment with marketing strategies"].

We appreciate your understanding and support during this transition. Please feel free to reach out if you have any questions or need further information.

Thank you for your attention.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]