

Important Announcement: Delay in Release Schedule

Dear [Team/Customers/Stakeholders],

We hope this message finds you well. We are writing to inform you that there has been an unforeseen delay in our release schedule for [Product/Project Name]. This delay is due to [brief explanation of the reason for the delay].

We understand the importance of this release and are committed to ensuring that it meets the highest standards of quality. The revised schedule is as follows:

- Original Release Date: [Original Date]
- New Release Date: [New Date]

We sincerely apologize for any inconvenience this may cause and appreciate your understanding and support. If you have any questions or concerns, please do not hesitate to reach out to us at [Contact Information].

Thank you for your continued patience.

Sincerely,
[Your Name]
[Your Position]
[Company Name]