

Release Schedule Adjustment Advisory

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Notification of Release Schedule Adjustment

Dear [Recipient Name],

We hope this message finds you well. We are writing to inform you about an adjustment to our previously communicated release schedule for the upcoming product release.

After careful consideration and due to [reason for adjustment, e.g., feedback, technical issues, etc.], we have made the following changes:

- **Original Release Date:** [Original Date]
- **New Release Date:** [New Date]
- **Impact on other schedules:** [Details on impact]

We understand that changes can be challenging, and we apologize for any inconvenience this may cause. We are committed to delivering a high-quality product and believe this adjustment will help us achieve that goal.

Please don't hesitate to reach out if you have any questions or require further clarification regarding this adjustment.

Thank you for your understanding and continued support.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]