

Scheduled Release Date Delay Notification

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you about a change in the release schedule for [Product/Project Name].

Originally, the release date was set for [Original Release Date]. However, due to [reason for the delay], we must reschedule the release. The new release date is now set for [New Release Date].

We apologize for any inconvenience this may cause and greatly appreciate your understanding and support. Our team is committed to delivering the highest quality and we believe this delay will help us achieve that goal.

If you have any questions or concerns, please feel free to reach out to us at [Contact Information].

Thank you for your patience and understanding.

Sincerely,

[Your Name]
[Your Position]
[Your Company]