

Timeline Shift Notification

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you about a timeline shift regarding the introduction of our upcoming product, [Product Name].

Originally, we had planned to launch the product on [Original Launch Date]. However, due to [brief reason for the shift, e.g., unforeseen circumstances, feedback from testing, etc.], we will now be introducing the product on [New Launch Date].

We understand that this change may affect your planning, and we sincerely apologize for any inconvenience this may cause. We strongly believe that the additional time will allow us to enhance the product further and ensure a successful launch.

Thank you for your understanding and continued support. We will keep you updated with any further developments. Please feel free to reach out if you have any questions or concerns.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Contact Information]