

# Update on Release Timeline

Dear [Recipient's Name],

We hope this message finds you well. We would like to take this opportunity to update you regarding the timeline for the release of [Product/Project Name].

After careful consideration and assessment of our current progress, we have made revisions to our original timeline. The new schedule is outlined as follows:

- Phase 1 - [Description]: [New Start Date] to [New End Date]
- Phase 2 - [Description]: [New Start Date] to [New End Date]
- Final Review: [New Review Date]
- Official Launch: [New Launch Date]

We apologize for any inconvenience this may cause and appreciate your understanding as we strive to deliver the highest quality product. Our team is committed to meeting this new timeline and ensuring that all aspects of the project are executed to our standards.

If you have any questions or require further details, please do not hesitate to reach out.

Thank you for your continued support.

Sincerely,

[Your Name]  
[Your Position]  
[Your Company]  
[Contact Information]