

Letter of Explanation for Publication Schedule Shift

Date: [Insert Date]

To: [Recipient Name]

[Recipient Title]

[Recipient Organization]

[Recipient Address]

Dear [Recipient Name],

I hope this message finds you well. I am writing to inform you about a necessary shift in our publication schedule originally set for [Original Publication Date]. Due to [brief explanation of the reason, e.g., unforeseen circumstances, additional research required, etc.], we believe that a revised timeline is essential to ensure the quality and integrity of our work.

We propose to shift the publication date to [Proposed New Publication Date]. This adjustment will allow us to [explain the benefits of the shift, e.g., incorporate important feedback, enhance research findings, etc.].

We understand the importance of timely publication and apologize for any inconvenience this may cause. We are committed to maintaining transparency throughout this process and will keep you updated on any further developments.

Thank you for your understanding and support. Please feel free to reach out if you have any questions or require further information.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]