

Adjustment Notification

Date: [Insert Date]

To: [Insert Recipient's Name]

[Insert Recipient's Position]

[Insert Organization Name]

[Insert Organization Address]

Dear [Recipient's Name],

We are writing to inform you of an important adjustment regarding the scheduled release of our publication titled "[Insert Publication Title]." After careful consideration, we have decided to make the following modifications:

- [Detail the specific adjustments made]
- [Provide reasons for the adjustments]
- [Insert any new release dates or additional information]

We appreciate your understanding and support as we work to ensure the highest quality of our publication. Should you have any questions or require further clarification, please do not hesitate to reach out.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]