

# Letter of Explanation for Updated Publishing Schedule

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Update on Publishing Schedule

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inform you about an update to our publishing schedule that will affect our upcoming releases.

Due to [insert reason for the update, e.g., unforeseen circumstances, editorial changes, etc.], we have revised our timeline. The adjusted schedule is as follows:

- [New Publication Title 1] - [New Release Date]
- [New Publication Title 2] - [New Release Date]
- [New Publication Title 3] - [New Release Date]

We understand that this may cause some inconvenience, and we appreciate your understanding and flexibility during this transition. We remain committed to delivering the highest quality content and will keep you updated on any further changes.

Thank you for your continued support.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]