

Formal Notice for Rescheduling Publication

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Recipient's Organization]

[Recipient's Address]

Dear [Recipient's Name],

We are writing to formally notify you that the publication of [insert publication title] scheduled for [original publication date] has been rescheduled.

The new publication date is now set for [new publication date]. This decision was made due to [brief reason for rescheduling]. We apologize for any inconvenience this may cause and appreciate your understanding.

Please feel free to reach out if you have any questions or require further information.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]