

Notification of Revised Release Dates

Dear [Recipient's Name],

We are writing to inform you of a change in the release dates for [Project/Product Name]. After careful consideration and planning, we have revised the timeline as follows:

- Original Release Date: [Original Date]
- New Release Date: [Revised Date]

We appreciate your understanding and support as we strive to ensure the highest quality in our deliverables. If you have any questions or concerns regarding these changes, please feel free to reach out.

Thank you for your continued partnership.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]