

Dear [Recipient's Name],

I hope this message finds you well. I am writing to remind you about the revised publishing schedule for the [Project/Document Name]. As discussed, the new deadlines are as follows:

- Initial draft submission: [Date]
- Review period: [Dates]
- Final submission: [Date]
- Publishing date: [Date]

It is important that we adhere to this schedule to ensure a smooth publication process. Please confirm your receipt of this reminder and let me know if you have any questions or need further assistance.

Thank you for your attention to this matter.

Best regards,

[Your Name]

[Your Position]

[Your Company/Organization]

[Your Contact Information]