

Letter for Modification in Publishing Dates

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company/Organization]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a modification in the publishing dates of [specify the work, e.g., a book, article, report, etc.] originally scheduled for release on [original date].

Due to [brief explanation of the reason for modification, e.g., unforeseen circumstances, additional research requirements, etc.], we believe that a new publishing date of [proposed new date] would be more viable.

We understand the importance of timely publication and assure you that we are committed to maintaining the quality and integrity of our work. We appreciate your understanding and cooperation regarding this request.

Thank you for considering our request. Please feel free to reach out for any further information or discussion on this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company/Organization]