

# Letter of Acknowledgment for Delays in Book Production

Date: [Insert Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We would like to acknowledge the delays in the production schedule of your manuscript titled "[Book Title]." We appreciate your patience and understanding during this time.

Due to unforeseen circumstances, we have encountered challenges that have affected our timeline. Please rest assured that we are making every effort to resolve these issues and move forward with the production process.

We anticipate resuming progress by [insert expected date of resumption] and will keep you updated as we proceed.

Thank you for your continued support and understanding. Should you have any questions or require further information, please do not hesitate to reach out.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]