

Notification Request for Postponement

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Request for Postponement of Publication Deadline

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a postponement of the publication deadline for [Name of the Work/Project] originally scheduled for [Original Deadline Date]. Due to [briefly explain reason for request], I am unable to meet the current timeline.

I respectfully ask for an extension until [Proposed New Deadline] to ensure that the work meets the highest standards possible.

Thank you for considering my request. I appreciate your understanding and support. Please let me know if we can discuss this matter further.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]