

# Agreement on Feature Article Timeline

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Agreement on Feature Article Timeline

Dear [Recipient's Name],

I am writing to formalize our agreement regarding the timeline for the feature article titled "[Article Title]." Below are the outlined key dates and deliverables:

- **Initial Draft Due:** [Insert Date]
- **Feedback Provided by:** [Insert Date]
- **Revised Draft Due:** [Insert Date]
- **Final Approval By:** [Insert Date]
- **Publication Date:** [Insert Date]

By adhering to this timeline, we can ensure a smooth and successful publication process. Please confirm your agreement to these timelines by signing below.

Agreed and Accepted,

\_\_\_\_\_

[Recipient's Name]

Date: \_\_\_\_\_

\_\_\_\_\_

[Your Name]

Date: \_\_\_\_\_

Thank you for your collaboration.

Sincerely,

[Your Name]

[Your Title]

[Your Contact Information]