

Coordination for Feature Article Release Schedule

Dear [Team/Colleague's Name],

I hope this message finds you well. I am writing to coordinate the release schedule for our upcoming feature article titled "[**Article Title**]". To ensure a smooth release and optimal engagement, please find the proposed timeline below:

Proposed Schedule:

- **Draft Submission Deadline:** [Insert Date]
- **Review Period:** [Insert Date Range]
- **Final Edits Completion:** [Insert Date]
- **Publication Date:** [Insert Date]

Please confirm your availability for the proposed dates and let me know if there are any adjustments needed. Your input is invaluable to making this release successful.

Thank you for your cooperation.

Best regards,
[Your Name]
[Your Position]
[Your Company]