

# Notification of Delayed Manuscript Submission

Date: [Insert Date]

To: [Recipient Name]

[Recipient Title]

[Recipient Institution]

[Recipient Address]

Dear [Recipient Name],

I hope this message finds you well. I am writing to inform you that there will be a delay in the submission of the manuscript titled "[Manuscript Title]" originally scheduled for submission on [Original Due Date].

Due to [brief explanation of the reason for the delay, e.g., unforeseen circumstances, additional research needed, etc.], we will require additional time to finalize the manuscript. We are now aiming to submit the completed manuscript by [New Due Date].

I apologize for any inconvenience this may cause and appreciate your understanding and patience in this matter.

Thank you for your consideration.

Sincerely,

[Your Name]

[Your Title]

[Your Institution]

[Your Contact Information]