

Altered Delivery Plan Notice

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you that there has been an alteration in the delivery plan for your order #[Order Number]. Due to [reason for alteration], the new delivery schedule is as follows:

- Original Delivery Date: [Original Date]
- New Delivery Date: [New Date]
- Delivery Time: [New Delivery Time]

We apologize for any inconvenience this may cause and appreciate your understanding in this matter. Should you have any questions or require further assistance, please do not hesitate to contact us at [Contact Information].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]