

# Change in Delivery Date Proposal

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inform you about a potential change in the delivery date for our recent order, originally scheduled for [Original Delivery Date].

Due to [reason for change], we propose to adjust the delivery date to [Proposed New Delivery Date]. We believe this new schedule will better accommodate our needs and ensure that you receive your order in perfect condition.

Please let us know if this proposed date is suitable for you. We appreciate your understanding and flexibility on this matter.

Thank you for your attention, and I look forward to your prompt response.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]