

Delivery Schedule Amendment

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you of an amendment to the delivery schedule regarding your order with us.

Original Delivery Date: [Original Date]

New Delivery Date: [New Date]

We apologize for any inconvenience this may cause and appreciate your understanding in this matter. Please feel free to reach out if you have any questions or need further assistance.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Contact Information]