

# Delivery Schedule Change Confirmation

Dear [Recipient's Name],

We would like to inform you that there has been a change to your delivery schedule originally set for [Original Delivery Date]. Your new delivery date is now scheduled for [New Delivery Date].

We apologize for any inconvenience this may cause and appreciate your understanding. If you have any questions or require further assistance, please do not hesitate to contact us.

Thank you for your continued support.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]