

# Delivery Schedule Modification Request

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a modification to the delivery schedule for our recent order, [Order Number].

Due to [brief explanation of the reason for the modification], we would appreciate it if you could adjust the delivery date from [original delivery date] to [requested delivery date]. We believe this adjustment will allow us to better accommodate our operational needs.

We value our partnership and appreciate your understanding and assistance in this matter. If this change is possible, please confirm at your earliest convenience. Should you need further information, feel free to contact me directly at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this request. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]