

Proposal for Delivery Date Change

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally propose a change to the delivery date of [Product/Service] originally scheduled for [Original Delivery Date].

Due to [brief reason for the change, e.g., unforeseen circumstances, supply chain issues], we are unable to meet the initial timeline and would like to suggest rescheduling the delivery to [Proposed New Delivery Date].

We understand the importance of this delivery and are committed to ensuring it meets your expectations. If the proposed new date does not work for you, we are open to discussing alternative dates that may be more suitable.

Thank you for your understanding and flexibility in this matter. We appreciate your cooperation and look forward to your response.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]