

Request to Reschedule Delivery

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request a rescheduling of my delivery that is currently set for [original delivery date]. Due to [brief explanation of reason, e.g., unforeseen circumstances, scheduling conflict], I am unable to receive the delivery on that date.

I would greatly appreciate it if we could arrange for the delivery to take place on [proposed new date], if that is convenient for you. Please let me know if this new date works or if there are other available options.

Thank you for your understanding and assistance in this matter. I look forward to hearing from you soon.

Best regards,

[Your Name]

[Your Contact Information]