

# Notification of Altered Delivery Schedule

Dear [Recipient Name],

We hope this message finds you well. We are writing to inform you of an alteration to the previously scheduled delivery of your order #[Order Number].

Original Delivery Date: [Original Date]

New Delivery Date: [New 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 reach out to us at [Contact Information].

Thank you for your cooperation.

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[Contact Information]