

Delivery Schedule Amendment Notification

Date: [Insert Date]

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you of an amendment to the delivery schedule for your recent order, [Order Number].

The new delivery date is now set for [New Delivery Date], due to [Reason for Amendment]. We apologize for any inconvenience this may cause and appreciate your understanding in this matter.

Please let us know if you have any questions or if there is anything we can assist you with regarding this change.

Thank you for your continued support.

Sincerely,
[Your Name]
[Your Position]
[Company Name]
[Contact Information]