

Delivery Adjustment Notification

Dear [Customer Name],

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

New Delivery Date: [New Delivery Date]

Reason for Adjustment: [Reason for Adjustment]

We apologize for any inconvenience this may cause and appreciate your understanding. If you have any questions or need further assistance, please do not hesitate to contact us at [Contact Information].

Thank you for your patience.

Sincerely,

[Your Name]

[Your Position]

[Your Company]