

Shipping Schedule Adjustment Notice

Date: [Insert Date]

To: [Recipient's Name]

Company: [Recipient's Company]

Address: [Recipient's Address]

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you of a necessary adjustment to our shipping schedule that will affect your upcoming orders.

Due to [reason for the adjustment, e.g., supply chain issues, logistical challenges, etc.], we will be modifying the shipping dates as follows:

- **Original Shipping Date:** [Insert Original Date]
- **New Shipping Date:** [Insert New Date]

We understand the importance of timely deliveries and are committed to minimizing any disruptions this may cause to your operations. We appreciate your understanding and cooperation during this time.

If you have any questions or need further assistance, please do not hesitate to reach out to us at [Your Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]