

Delivery Schedule Arrangement

Date: [Insert Date]

To: [Supplier's Name]

[Supplier's Address]

[City, State, Zip Code]

Dear [Supplier's Name],

We are writing to confirm the delivery schedule for our upcoming orders. Please find the details below:

Delivery Schedule

Date	Delivery Time	Items to be Delivered	Quantity
[Insert Date]	[Insert Time]	[Insert Items]	[Insert Quantity]
[Insert Date]	[Insert Time]	[Insert Items]	[Insert Quantity]

Please ensure that all items are delivered on time and in good condition. If there are any changes to the schedule, kindly inform us at your earliest convenience.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]