

Shipping Schedule Alteration Notification

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you of a change in the shipping schedule for your recent order with us.

Original Shipping Date: [Original Date]

New Shipping Date: [New Date]

We apologize for any inconvenience this may cause and are committed to ensuring your order arrives in a timely manner. If you have any questions or concerns regarding this alteration, please do not hesitate to reach out to us.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Contact Information]