

# Shipping Quote Amendment

Date: [Insert Date]

To: [Recipient Name]

Company: [Recipient Company]

Address: [Recipient Address]

Dear [Recipient Name],

We hope this message finds you well. We are writing to inform you of an amendment to your previous shipping quote dated [Original Quote Date]. After reviewing the details, we found it necessary to make some adjustments to ensure accuracy.

Enclosed below are the amended details of your shipping quote:

| <b>Description</b> | <b>Original Quote</b> | <b>Amended Quote</b> |
|--------------------|-----------------------|----------------------|
| Shipping Method    | [Original Method]     | [Amended Method]     |
| Estimated Cost     | [Original Cost]       | [Amended Cost]       |
| Delivery Timeline  | [Original Timeline]   | [Amended Timeline]   |

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

Thank you for your continued partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]