

Subject: Bulk Shipment Scheduling Adjustments

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you of some adjustments to our bulk shipment schedule due to [reason for adjustment, e.g., supply chain disruptions, increased demand, etc.].

Below are the updated details:

- **Original Shipment Date:** [Original Date]
- **New Shipment Date:** [New Date]
- **Affected Products:** [List of Products]
- **New Terms:** [Any changes to terms or conditions]

We understand that this may cause inconvenience and we are committed to working with you to minimize any disruptions. Please confirm your acceptance of the new schedule or let us know if you require further assistance.

Thank you for your understanding and cooperation.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]