

# Client Delivery Preferences Amendment

Date: [Insert Date]

Dear [Client Name],

We hope this message finds you well. We are writing to confirm the amendment to your delivery preferences as discussed. Below are the updated details:

## **New Delivery Preferences:**

- **Delivery Address:** [Insert New Address]
- **Preferred Delivery Time:** [Insert Preferred Time]
- **Delivery Method:** [Insert Delivery Method]

If you have any further changes or questions, please do not hesitate to reach out to us.

Thank you for your continued partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]