

Flexible Shipping Schedule Notification

Date: [Insert Date]

Dear [Recipient's Name],

We hope this message finds you well. We are reaching out to inform you about our new flexible shipping schedule designed to better meet your needs.

Effective immediately, you can choose from the following shipping options:

- Standard Shipping: [Delivery Timeframe]
- Expedited Shipping: [Delivery Timeframe]
- Same-Day Shipping: [Delivery Timeframe]

If you would like to adjust your shipping preferences, please contact us at [Contact Information] or visit our website [Website URL].

Thank you for your continued support.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Contact Information]