

# Important Announcement: Changes to Our Shipping Policy

Dear Valued Customer,

We hope this message finds you well. We are writing to inform you of an important update to our shipping policy that will take effect starting **November 1, 2023**.

In our ongoing commitment to enhance your shopping experience, we have revised our shipping options as follows:

- **Standard Shipping:** Delivery within 5-7 business days.
- **Expedited Shipping:** Delivery within 2-3 business days for an additional fee.
- **Free Shipping:** Available on orders over \$50.

We understand that changes can be an adjustment, and we are here to assist you with any questions or concerns you may have. Our customer service team can be reached at [support@example.com](mailto:support@example.com) or by phone at **(123) 456-7890**.

Thank you for your continued support and understanding. We look forward to serving you better with these new shipping options.

Sincerely,

Your Company Name  
Customer Service Team