

# Revised Shipping Terms and Conditions

Date: [Insert Date]

To: [Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

We hope this message finds you well. We are writing to inform you of the revised shipping terms and conditions that will take effect on [Effective Date]. These changes are implemented to enhance our service and ensure a smoother shipping process for all our clients.

## Revised Shipping Terms:

- **Shipping Rates:** All shipping rates will be adjusted as per the new pricing model effective from [Effective Date].
- **Delivery Times:** Estimated delivery times will now be [insert new delivery times].
- **Tracking Information:** Tracking information will be provided for all shipments upon dispatch.
- **Insurance:** We now offer optional shipping insurance for high-value items.

For detailed information about the changes and the complete terms and conditions, please visit our website at [Website URL] or feel free to contact us directly.

Thank you for your understanding and continued partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]