

# Important Update: Shipping Policy Adjustment

Dear Valued Customer,

We are committed to providing you with the best possible service. To enhance our shipping efficiency and improve your overall experience, we are making adjustments to our shipping policy effective **[Effective Date]**.

## Key Changes:

- Orders placed before **[Cutoff Time]** will be processed and shipped the same day.
- Standard shipping will now take **[New Shipping Time Frame]**.
- Introduction of expedited shipping options for quicker delivery.

These changes will help us reduce delivery times and ensure that your orders arrive as quickly and efficiently as possible.

If you have any questions regarding these adjustments, please do not hesitate to contact our customer service team at **[Contact Information]**.

Thank you for your continued support.

Sincerely,

**[Your Company Name]**  
Customer Service Team