

Notification of Shipping Data Revision

Date: [Insert Date]

To: [Recipient's Name]

Company: [Recipient's Company]

Address: [Recipient's Address]

Dear [Recipient's Name],

We are writing to inform you of a revision to our shipping data concerning your recent order (Order Number: [Insert Order Number]). This revision is due to [briefly explain reason for revision, e.g., "an update in our inventory system" or "a change in shipping provider"].

The updated shipping details are as follows:

- **New Shipping Method:** [Insert New Shipping Method]
- **Estimated Delivery Date:** [Insert New Delivery Date]
- **Tracking Number:** [Insert Tracking Number]

We apologize for any inconvenience this may cause and appreciate your understanding. Should you have any questions or require further assistance, please do not hesitate to contact us at [Insert Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]