

Shipping Schedule Adjustment Notice

Date: [Insert Date]

To: [Recipient Name]

[Recipient Address]

Dear [Recipient Name],

We hope this message finds you well. We are writing to inform you of an adjustment to the shipping schedule for your order #[Insert Order Number].

The new shipping schedule is as follows:

- Original Shipment Date: [Insert Original Date]
- New Shipment Date: [Insert New Date]
- Expected Delivery Date: [Insert Delivery Date]

We apologize for any inconvenience this may cause and appreciate your understanding in this matter. Please feel free to contact us if you have any questions or require further assistance.

Thank you for your continued partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]