

Logistics Shipping Schedule Modification

Date: [Insert Date]

To: [Recipient's Name]
[Recipient's Position]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you of a modification to the logistics shipping schedule for your recent order with us.

Original Shipping Date: [Insert Original Date]
New Shipping Date: [Insert New Date]
Reason for Modification: [Brief Explanation]

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

Thank you for your continued partnership.

Sincerely,
[Your Name]
[Your Position]
[Your Company Name]
[Your Contact Information]