

Logistics Timeline Adjustment Notice

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Adjustment to Logistics Timeline

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you of an adjustment to the logistics timeline for [Project/Shipment Name]. Due to [reason for adjustment], we find it necessary to update the previously established timeline.

Revised Timeline:

- **Original Date:** [Original Date]
- **New Date:** [New Date]
- **Expected Completion:** [Expected Completion Date]

We apologize for any inconvenience this may cause and appreciate your understanding and flexibility as we navigate this adjustment. Should you have any questions or concerns, please do not hesitate to reach out.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]