

Appeal for Flexible Delivery Arrangements

Date: [Insert Date]

To: [Vendor's Name]

[Vendor's Company Name]

[Vendor's Address]

[City, State, Zip Code]

Dear [Vendor's Name],

I hope this message finds you well. I am writing to formally request more flexible delivery arrangements for our ongoing partnership in light of recent challenges we've been facing.

As you are aware, [briefly explain the challenges, e.g., fluctuations in demand, logistic issues]. To ensure we continue to meet our clients' needs effectively, we would greatly appreciate any adjustments to our current delivery schedule.

We value our relationship with [Vendor's Company Name] and believe that with a few adjustments, we can work together more efficiently. Specifically, [describe specific requests, e.g., varied delivery times, smaller batches, etc.].

Thank you for considering our request. I am available for a call or meeting to discuss this further at your earliest convenience.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]