

Vendor Shipping Timeline Confirmation

Date: [Insert Date]

[Vendor Name]

[Vendor Address]

[City, State, Zip Code]

Dear [Vendor Contact Name],

We are writing to confirm the adjusted shipping timeline for our recent order, as discussed on [insert date of discussion].

According to our conversation, the new shipping dates are as follows:

- Order Number: [Insert Order Number]
- Original Shipping Date: [Insert Original Date]
- New Shipping Date: [Insert New Date]
- Items: [Insert Item Description]

We appreciate your attention to this matter and your effort to accommodate our needs. Please confirm receipt of this letter and the updated shipping schedule.

Thank you for your partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]