

# Feedback on Delivery Timetable Alterations

Date: [Insert Date]

To: [Vendor Name]

From: [Your Name]

Subject: Feedback on Altered Delivery Timetable

Dear [Vendor Name],

I hope this message finds you well. I am writing to provide feedback regarding the recent alterations to the delivery timetable for our ongoing project.

While we understand that adjustments are sometimes necessary, the changes to the delivery schedule have impacted our operations significantly. The revised dates do not align with our project deadlines, which may pose challenges in meeting our commitments to our clients.

Specifically, the delays in [mention specific items or services] have led to [describe the impact, e.g., increased costs, project delays]. We would appreciate it if you could clarify the reasons behind these alterations and provide a more reliable timeline moving forward.

We value our partnership and hope to resolve these issues promptly. Thank you for your attention to this matter. We look forward to your response.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]