

Notification of Change in Vendor Delivery Dates

Date: [Insert Date]

To: [Vendor Name]

From: [Your Company Name]

Subject: Change in Delivery Dates

Dear [Vendor Contact Name],

We are writing to inform you of a change in the delivery schedule for our recent order, referenced as [Order Number]. Originally, the expected delivery date was [Original Delivery Date]. However, due to [Reason for Change], we now anticipate delivery to occur on [New Delivery Date].

We appreciate your understanding and flexibility regarding this change. If you have any questions or require further clarification, please do not hesitate to reach out to us at [Your Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Contact Information]