

# Proposal for Revised Vendor Shipping Schedule

Date: [Insert Date]

To: [Vendor Name]

Address: [Vendor Address]

From: [Your Name]

Your Company: [Your Company Name]

Address: [Your Company Address]

Dear [Vendor Contact Name],

We hope this message finds you well. We are writing to propose a revised shipping schedule for our upcoming orders to improve efficiency and meet our mutual delivery expectations.

Due to changes in our production timelines and demand forecasts, we would like to suggest the following adjustments to the current shipping schedule:

- **Order #1:** [New Ship Date]
- **Order #2:** [New Ship Date]
- **Order #3:** [New Ship Date]

We believe these adjustments will benefit both our operations and ensure a smoother supply chain flow. Please let us know your thoughts on this proposal and whether the new schedule can be accommodated.

Thank you for your attention to this matter. We appreciate your ongoing partnership and look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Email]

[Your Phone Number]