

# Reminder: Upcoming Changes in Vendor Delivery Schedule

Dear [Vendor's Name],

This is a friendly reminder regarding the upcoming changes in your delivery schedule that will take effect on [Effective Date].

As previously discussed, please note the following changes:

- New delivery days: [List new days]
- New delivery times: [Specify new times]
- Any additional information or instructions

We appreciate your attention to this matter and your cooperation in making this transition as smooth as possible.

If you have any questions or need further clarification, please feel free to reach out.

Thank you for your continued partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]