

[Your Name]  
[Your Job Title]  
[Your Company]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]

[Date]

[Vendor's Name]  
[Vendor's Company]  
[Vendor's Address]  
[City, State, Zip Code]

Dear [Vendor's Name],

I hope this message finds you well. I am writing to formally request an amendment to our current delivery schedule due to [brief reason for expedited request, e.g., unforeseen demand, project timelines, etc.].

We greatly value our partnership and appreciate the quality of service you provide. However, we are currently facing [explain situation succinctly], which necessitates an expedited delivery to ensure we meet our commitments.

Could we arrange a revised schedule for the upcoming deliveries? We would greatly appreciate your support in accommodating this request, if possible, by [specific date or timeframe].

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,  
[Your Name]