

Request for Modification of Delivery Schedule

Date: [Insert Date]

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

[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 request a modification to our current delivery schedule for [specify products or services]. Due to [explain reason for request, e.g., changes in project timelines, unforeseen circumstances], we would appreciate your assistance in adjusting the delivery dates.

We would like to propose the following new delivery dates:

- [New Delivery Date 1]
- [New Delivery Date 2]
- [New Delivery Date 3]

We believe that these adjustments will help us meet our production goals while maintaining the quality standards we are known for.

Thank you for considering our request. Please let us know if the proposed changes are feasible or if you require further information.

Looking forward to your response.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]

[Your Position]
[Your Company]