

# Vendor Arrangement for On-Time Delivery

Date: [Insert Date]

To,

[Vendor Name]

[Vendor Address]

[City, State, ZIP]

Dear [Vendor Contact Name],

We would like to express our appreciation for your continued partnership. As we move forward, we want to emphasize the importance of on-time delivery for our operations.

In order to maintain our commitment to our customers, we require your assurance that all shipments will be delivered according to the established schedule. We believe that adhering to these timelines will contribute greatly to the success of both our businesses.

If there are any anticipated delays, please communicate them to us at the earliest possible time so we can work together to mitigate any impact.

We look forward to your cooperation and to strengthening our partnership.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Company Address]

[City, State, ZIP]

[Contact Information]