

Subject: Adjustment of Batch Testing Timeline

Dear [Supplier Name],

We hope this message finds you well. We are writing to inform you about an adjustment to the timeline for the upcoming batch testing for the order reference [Order Reference Number].

Due to [reason for adjustment, e.g. unforeseen circumstances, changes in production schedule], we need to [adjust/create a new timeline]. The new proposed timeline is as follows:

- **Testing Start Date:** [New Start Date]
- **Testing End Date:** [New End Date]
- **Results Submission:** [New Results Submission Date]

We understand the importance of timely delivery and assure you that this adjustment is aimed at ensuring the highest quality of our products. We appreciate your cooperation and flexibility in this matter.

Please confirm your acceptance of this new timeline at your earliest convenience. If you have any questions or need further clarification, do not hesitate to contact us.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]