

Vendor Delivery Schedule Acknowledgment

Date: [Insert Date]

To:

[Vendor Name]

[Vendor Address]

Dear [Vendor Contact Name],

We would like to acknowledge the receipt of your delivery schedule for the upcoming shipments. Below is a summary of the agreed-upon delivery dates:

- **Order Number:** [Insert Order Number] - Delivery Date: [Insert Delivery Date]
- **Order Number:** [Insert Order Number] - Delivery Date: [Insert Delivery Date]
- **Order Number:** [Insert Order Number] - Delivery Date: [Insert Delivery Date]

Please confirm that you are prepared to meet the delivery schedule provided. If there are any changes or concerns, do not hesitate to reach out to us before the scheduled dates.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[Your Contact Information]