

Vendor Delivery Timetable Reconciliation

Date: [Insert Date]

To: [Vendor Name]

From: [Your Company Name]

Subject: Reconciliation of Delivery Timetable

Dear [Vendor Contact Name],

We hope this message finds you well. As part of our ongoing efforts to ensure smooth operations and timely deliveries, we have conducted a reconciliation of the delivery timetable for the upcoming period.

Delivery Schedule

Delivery Date	Order Number	Item Description	Quantity	Status
[Insert Date]	[Order #]	[Item]	[Quantity]	[Status]

We kindly ask you to review the above information and confirm any discrepancies by [Insert Response Date]. It is essential for us to align our schedules to maintain efficient service and product availability.

Thank you for your attention to this matter. We appreciate your cooperation and look forward to your prompt response.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]