

Acknowledgement of Delivery Schedule Revision

Date: [Insert Date]

To,
[Supplier's Name]
[Supplier's Company Name]
[Supplier's Address]
[City, State, ZIP Code]

Dear [Supplier's Contact Name],

We are writing to acknowledge the receipt of your revised delivery schedule dated [Insert Date of Revision]. We appreciate your prompt communication regarding the changes and understand the importance of maintaining an efficient supply chain.

We have reviewed the revised schedule and confirm that the new delivery dates are feasible for our operations. Please ensure that all relevant departments are informed of these changes to mitigate any disruptions.

If you have any further adjustments or need additional confirmations, do not hesitate to reach out to us.

Thank you for your cooperation.

Sincerely,
[Your Name]
[Your Position]
[Your Company Name]
[Your Contact Information]