

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Supplier's Name]

[Supplier's Company Name]

[Supplier's Address]

[City, State, Zip Code]

Dear [Supplier's Name],

Subject: Clarification on Changes to Delivery Schedule

I hope this message finds you well. We are writing to address the recent changes in the delivery schedule that were communicated to us on [date of communication]. We appreciate your cooperation and would like to clarify a few points to ensure that both parties are aligned.

According to the new delivery schedule, we understand that:

- Deliveries on [specific dates] will now occur on [new dates].
- The quantity of items delivered will be adjusted to [new quantity].
- Any changes in the delivery method or terms need to be confirmed.

We want to ensure that these changes do not impact our operations negatively, and we are willing to discuss how we can facilitate a smoother transition. Please let us know if you need further clarification or wish to schedule a meeting at your earliest convenience.

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

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]