

# Confirmation of Altered Supplier Delivery Arrangements

Date: [Insert Date]

[Supplier Name]

[Supplier Address]

[City, State, Zip Code]

Dear [Supplier Contact Name],

We are writing to confirm the recent alterations made to our delivery arrangements as discussed on [Insert Date of Discussion].

The new delivery schedule will be as follows:

- **New Delivery Date:** [Insert New Date]
- **Delivery Time:** [Insert Delivery Time]
- **Delivery Location:** [Insert Delivery Location]

We appreciate your flexibility and cooperation in accommodating these changes. Please confirm your agreement to the revised arrangements by [Insert Confirmation Deadline].

Thank you for your continued partnership.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Company Address]

[Your Contact Information]