

Subject: Follow-up on Delivery Timeline Changes

Dear [Supplier's Name],

I hope this message finds you well. I am writing to follow up on our recent conversation regarding the changes to the delivery timeline for our current order.

As we discussed, the adjusted timeline impacts our planning and operations. We appreciate your efforts in providing us with the updated delivery schedule and would like to request any further information that may assist us in managing our expectations.

Please let us know if there have been any additional changes or if you anticipate any further delays. Your prompt response will be greatly appreciated, as it will help us maintain our inventory levels and serve our customers effectively.

Thank you for your attention to this matter. We look forward to your swift reply.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]