

Inquiry Regarding Supplier Schedule Modification

[Your Name]

[Your Position]

[Your Company]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Supplier's Name]

[Supplier's Position]

[Supplier's Company]

[Supplier's Address]

[City, State, Zip Code]

Dear [Supplier's Name],

I hope this message finds you well. I am writing to inquire about the recent modifications to the supply schedule that were communicated to us on [date of notification]. We want to ensure that our records are up-to-date and that we can adequately prepare for the upcoming changes.

Could you please provide further details on the following:

- The reasons behind the schedule modification.
- Any specific changes to delivery dates and quantities.
- How these changes may affect our current order status.

Your timely response will greatly assist us in managing our operations effectively. Thank you for your attention to this matter.

Best regards,

[Your Name]

[Your Position]

[Your Company]