

Notice of Delivery Schedule Adjustment

Date: [Insert Date]

To: [Supplier's Name]

From: [Your Company Name]

Subject: Adjustment of Delivery Schedule

Dear [Supplier's Name],

We hope this message finds you well. We are writing to inform you of an adjustment to the delivery schedule for our upcoming orders.

Due to [brief explanation of reason for adjustment, e.g., changes in demand, production issues], we kindly request that you revise the delivery dates for the following items:

- [Item 1: New Delivery Date]
- [Item 2: New Delivery Date]
- [Item 3: New Delivery Date]

We understand that this may cause some inconvenience, and we appreciate your flexibility and cooperation during this time. Please confirm the receipt of this notice and your acceptance of the new delivery schedule by [insert response deadline].

Thank you for your understanding and continued partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]