

Notification of Revised Delivery Dates

Date: [Insert Date]

To: [Supplier's Name]

From: [Your Name]

Subject: Revised Delivery Dates Notification

Dear [Supplier's Name],

We hope this message finds you well. We are writing to inform you of revisions to the delivery dates for our recent order, originally scheduled for delivery on [Original Delivery Date].

Due to [reason for revision, e.g., unforeseen circumstances, scheduling conflicts, etc.], the new delivery dates are as follows:

- Item: [Item Name] - New Delivery Date: [New Delivery Date]
- Item: [Item Name] - New Delivery Date: [New Delivery Date]
- Item: [Item Name] - New Delivery Date: [New Delivery Date]

We apologize for any inconvenience this may cause and appreciate your understanding and cooperation in this matter.

Please confirm receipt of this notification and let us know if you require further information.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Contact Information]