

Delivery Schedule Update

Date: [Insert Date]

To: [Subcontractor Name]

From: [Your Company Name]

Subject: Update on Delivery Schedule

Dear [Subcontractor Name],

We hope this message finds you well. We are writing to provide you with an update regarding the delivery schedule for the ongoing project.

Updated Delivery Schedule:

Item	Original Delivery Date	New Delivery Date	Status
[Item 1]	[Original Date]	[New Date]	[Status]
[Item 2]	[Original Date]	[New Date]	[Status]

We appreciate your cooperation and understanding as we work through these changes. Please confirm receipt of this update and do not hesitate to reach out if you have any questions or require further clarification.

Thank you for your continued partnership.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Contact Information]