

# Notification of Unreliable Delivery Schedules

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you about the recent issues we have been experiencing with our delivery schedules.

It has come to our attention that there have been several instances of delayed deliveries, which do not meet the expectations we have set for timely service. We understand the inconvenience this may cause to your operations, and we are actively working to resolve these issues.

We value your partnership and are committed to improving our delivery reliability. We appreciate your understanding and patience during this time. Should you have any questions or require further clarification, please do not hesitate to contact us.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]