

Shipping Schedule Change Notification

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you about a change in the shipping schedule for your order #[Order Number].

Due to [reason for change], the new shipping date has been adjusted to [New Shipping Date]. We apologize for any inconvenience this may cause and appreciate your understanding.

If you have any questions or require further assistance, please do not hesitate to contact us at [Contact Information].

Thank you for your continued support.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Contact Information]