

Logistics Shipping Method Update

Date: [Insert Date]

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you about an important update regarding our logistics shipping methods.

Effective [Effective Date], we will be implementing new shipping methods to enhance our delivery service. The new options include:

- **Express Shipping:** Delivery within 1-2 business days.
- **Standard Shipping:** Delivery within 3-5 business days.
- **Economy Shipping:** Delivery within 5-7 business days, at a reduced cost.

We believe these improvements will better meet your needs and improve your overall experience with our services. Please feel free to reach out to our support team if you have any questions or require further information.

Thank you for your continued support.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]