

# Shipping Route Modification Notification

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to inform you of a modification to the shipping route for your upcoming delivery. Due to [reason for modification, e.g., weather conditions, supply chain issues], we have adjusted the original route to ensure timely and safe delivery.

New Shipping Route Details:

- Original Route: [Original Route]
- New Route: [New Route]
- Estimated Delivery Date: [New Estimated Delivery Date]

We appreciate your understanding and cooperation during this modification. If you have any questions or need further assistance, please do not hesitate to contact us at [Your Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]