

# Supply Chain Transport Adjustment Notification

Date: [Insert Date]

To: [Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

We hope this message finds you well. We are writing to inform you of an adjustment in our supply chain transport logistics that will take effect from [Effective Date]. This change is aimed at improving our overall efficiency and ensuring timely delivery of our products.

The adjustments include:

- Modification of transport routes to optimize delivery times.
- Introduction of new carriers for specific regions.
- Changes in delivery schedules from [Old Schedule] to [New Schedule].

We believe these changes will enhance our service delivery and we appreciate your understanding and support during this transition. Should you have any questions or need further clarification, please do not hesitate to contact us at [Your Contact Information].

Thank you for your continued partnership.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]