

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request an alteration to our fulfillment schedule as outlined in our previous agreement.

Due to [reason for alteration], we would like to propose the following adjustments:

- Original Date: [Original Date]
- Proposed New Date: [Proposed New Date]

We believe this change will benefit both parties and ensure smoother operations. Please let me know if this proposed alteration aligns with your schedule or if further discussion is necessary.

Thank you for your understanding and cooperation. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]