

# Delivery Schedule Adjustment Notification

Date: [Insert Date]

To: [Supplier Name]  
[Supplier Address]  
[City, State, Zip Code]

Dear [Supplier Name],

We hope this message finds you well. We are writing to inform you of an adjustment to our previously agreed delivery schedule for [Product or Service]. Due to [reason for adjustment], we have made the following changes:

## **New Delivery Schedule:**

- Order Number: [Order Number] - New Delivery Date: [New Date]
- Order Number: [Order Number] - New Delivery Date: [New Date]
- Order Number: [Order Number] - New Delivery Date: [New Date]

We understand that changes can be challenging, and we appreciate your flexibility and cooperation as we adjust our schedules. Please confirm the new delivery dates at your earliest convenience.

Thank you for your attention to this matter. Should you have any questions or require further clarification, please do not hesitate to reach out.

Best regards,

[Your Name]  
[Your Position]  
[Your Company Name]  
[Your Phone Number]  
[Your Email Address]