

Revised Delivery Timetable Notification

Dear [Supplier's Name],

We hope this message finds you well. We are writing to inform you of a revised delivery timetable that will take effect starting [Date].

Revised Schedule

Item Description	Previous Delivery Date	Revised Delivery Date
[Item 1]	[Old Date 1]	[New Date 1]
[Item 2]	[Old Date 2]	[New Date 2]

We appreciate your understanding and flexibility regarding this matter. Please let us know if you have any questions or require further clarification.

Thank you for your continued partnership.

Sincerely,

[Your Name]
[Your Position]
[Your Company]
[Contact Information]