

Change in Shipment Schedule Notification

Date: [Insert Date]

To: [Recipient's Name]

Company: [Recipient's Company]

Address: [Recipient's Address]

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you about a change in the shipment schedule for your recent order with us.

Original Shipment Date: [Insert Original Date]

New Shipment Date: [Insert New Date]

This change is due to [brief explanation of reason for schedule change]. We apologize for any inconvenience this may cause and appreciate your understanding and flexibility.

If you have any questions or concerns regarding this change, please feel free to reach out to us.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]