

# Delivery Schedule Change Confirmation

Dear [Recipient's Name],

We are writing to confirm the changes made to your delivery schedule. Please find the updated details below:

## New Delivery Schedule

- **Original Delivery Date:** [Original Date]
- **New Delivery Date:** [New Date]
- **Time of Delivery:** [New Time]

We apologize for any inconvenience this may cause and appreciate your understanding. If you have any questions or require further assistance, please do not hesitate to contact us.

Thank you for your continued support.

Sincerely,

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