

Letter of Modification in Delivery Arrangements

Date: [Insert Date]

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Recipient Name]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Modification in Delivery Arrangements

I hope this message finds you well. I am writing to inform you of a modification in the delivery arrangements for the order placed on [Insert Order Date].

The original delivery date was set for [Original Delivery Date], however, due to [Reason for Modification], we will now be adjusting the delivery to [New Delivery Date].

We apologize for any inconvenience this may cause and appreciate your understanding in this matter. If you have any further questions or require assistance, please do not hesitate to reach out to me directly.

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Position]
[Your Company]