

Updated Delivery Date Proposal

Date: [Insert Date]

To: [Recipient's Name]

Company: [Recipient's Company]

Address: [Recipient's Address]

Dear [Recipient's Name],

We would like to thank you for your understanding and patience regarding the delivery of [Product/Service]. Due to [reason for the delay], we are unable to meet the original proposed delivery date of [Original Delivery Date].

We propose a new delivery date of [Updated Delivery Date]. We are committed to ensuring that your needs are met and that the delivery will be of the highest quality.

If this new date poses any issues, please do not hesitate to reach out to discuss alternatives. We appreciate your understanding and look forward to your confirmation.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]