

Furniture Delivery Scheduling Request

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request the scheduling of our furniture delivery for the order placed on [Order Date] with order number [Order Number].

We would like to arrange delivery at our address:

[Your Address]

Please let us know your available delivery dates and times, as we would like to ensure someone is present to receive the items. If possible, we would prefer delivery on [Preferred Delivery Date].

Thank you for your assistance. We look forward to your prompt response.

Sincerely,

[Your Name]

[Your Contact Information]