

# Letter of Cargo Shipment Modification

Date: [Insert Date]

To: [Recipient Name]

Company: [Recipient Company]

Address: [Recipient Address]

Subject: Modification of Cargo Shipment Destination

Dear [Recipient Name],

We hope this message finds you well. We are writing to formally request a modification to the destination of our upcoming cargo shipment originally scheduled for [Original Shipment Date].

Details of the shipment are as follows:

- Shipment Reference Number: [Insert Reference Number]
- Original Destination: [Insert Original Destination]
- New Destination: [Insert New Destination]
- Expected Delivery Date: [Insert New Expected Date]

We would appreciate your assistance in updating the necessary documentation to reflect this change. Please confirm receipt of this request and let us know if any further information is required.

Thank you for your attention to this matter. We look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]