

# Letter of Cargo Shipment Modification

Date: [Insert Date]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Title]

[Recipient Company Name]

[Recipient Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

We would like to inform you of a modification to our cargo shipment originally scheduled for [Original Shipment Date]. Due to adjustments in our inventory, we are required to make the following changes:

- **Original Shipment Details:** [Insert Original Details]
- **Modified Shipment Details:** [Insert Modified Details]
- **New Shipment Date:** [Insert New Shipment Date]

We apologize for any inconvenience this may cause and appreciate your understanding in this matter. Please confirm the receipt of this modification and feel free to reach out to us if you have any concerns or require further information.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]