

# Cargo Shipment Modification Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request a modification to the cargo shipment scheduled for delivery on [original delivery date] for [cargo description or reference number]. Due to unforeseen circumstances, the delivery has been delayed and we kindly ask for your assistance in adjusting the shipping arrangements.

The new requested delivery date is [new delivery date]. We understand the importance of timely shipments and appreciate your understanding in this matter.

Please confirm the changes at your earliest convenience. Should you require any further information, feel free to contact me directly.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]