

# Proactive Shipment Change Request

Date: [Insert Date]

To: [Recipient's Name]

Company: [Recipient's Company]

Address: [Recipient's Address]

Subject: Proactive Shipment Change Request

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request a change regarding our upcoming shipment scheduled for [insert original shipment date].

Due to [provide reasons for the change, e.g., supply chain issues, increased demand, etc.], we would like to propose the following amendments:

- New Shipment Date: [Insert New Date]
- Updated Order Quantity: [Insert New Quantity]
- Alternative Delivery Instructions: [Insert Details if Necessary]

We believe that these changes will ensure a smoother delivery process and better meet our current needs.

Please let us know if you can accommodate these changes or if further discussion is needed. Thank you for your understanding and cooperation.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]