

# Shipment Delivery Schedule Update

Dear [Recipient's Name],

We hope this message finds you well. We are writing to provide you with an update regarding the delivery schedule of your recent order, [Order Number].

Your shipment is scheduled to be delivered on [New Delivery Date]. We anticipate that it will arrive at your location by [Expected Time].

To ensure a smooth delivery process, please make sure that someone is available at the delivery address to receive the package. If you have any questions or need to reschedule, feel free to contact us at [Contact Information].

Thank you for choosing [Your Company Name]. We appreciate your understanding and look forward to serving you.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Contact Information]