

Delivery Timeline Adjustment Notification

Dear [Supplier's Name],

We hope this message finds you well. We are writing to inform you of an adjustment to the delivery timeline for our recent order, [Order Number].

Due to [reason for adjustment, e.g., unexpected demand, supply chain issues], we find it necessary to revise the delivery dates as follows:

- Original Delivery Date: [Original Date]
- New Delivery Date: [New Date]

We understand that changes can be challenging, and we appreciate your flexibility and understanding in this matter. We value your partnership and are committed to maintaining open communication to ensure a smooth process.

Please confirm your acknowledgment of this adjustment and do not hesitate to reach out if you have any questions or require further clarification.

Thank you for your cooperation.

Best regards,
[Your Name]
[Your Position]
[Your Company Name]
[Your Contact Information]