

# Revised Delivery Schedule Notification

Date: [Insert Date]

To: [Supplier Name]

Company: [Supplier Company Name]

Dear [Supplier Contact Name],

We are writing to inform you of a revised schedule for the delivery of our recent order, [Order Number]. Due to [Reason for Revision], we have made adjustments that we would like you to acknowledge.

## Revised Delivery Dates:

<b>Item</b>	<b>Original Delivery Date</b>	<b>Revised Delivery Date</b>
[Item 1]	[Original Date 1]	[Revised Date 1]
[Item 2]	[Original Date 2]	[Revised Date 2]

Please confirm your acknowledgment and acceptance of the revised schedule at your earliest convenience. Should you have any questions or concerns, do not hesitate to contact us.

Thank you for your understanding and cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]