

Updated Supplier Delivery Expectations

Date: [Insert Date]

Dear [Supplier Name],

We hope this message finds you well. As we continue to improve our operations and enhance our customer satisfaction, we would like to update you on our delivery expectations.

Delivery Schedule

Effective [Insert Effective Date], the following delivery schedule will be implemented:

- Standard deliveries will occur on [Days of the Week].
- Urgent requests must be made at least [X hours/days] in advance.

Packaging and Labeling

All products must be packaged according to our guidelines. Please ensure that:

- Products are clearly labeled with order numbers.
- All items are securely packed to prevent damage during transit.

Communication

Please keep us informed of any potential delays or issues that may affect delivery. Prompt communication will help us manage expectations on our end.

Thank you for your attention to these updates. We appreciate your partnership and dedication to meeting our delivery requirements.

Best Regards,
[Your Name]
[Your Title]
[Your Company Name]
[Your Contact Information]