

Request to Reschedule Delivery

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request a rescheduling of my recently ordered delivery, originally scheduled for [original delivery date]. Due to [reason for rescheduling], I am unable to receive the delivery on that date.

I kindly ask if it would be possible to reschedule the delivery for a later date, preferably on [proposed new date(s)]. I apologize for any inconvenience this may cause and appreciate your understanding in this matter.

Thank you for your assistance. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Address]

[Your Phone Number]

[Your Email Address]