

# Changes to Delivery Protocol Announcement

Date: [Insert Date]

Dear [Recipient's Name],

We are writing to inform you of important changes to our delivery protocol that will take effect on [insert effective date]. These changes are designed to enhance our service and improve the efficiency of our delivery system.

## Summary of Changes:

- **Change 1:** [Describe change 1 here]
- **Change 2:** [Describe change 2 here]
- **Change 3:** [Describe change 3 here]

Please note that these changes will help us to serve you better and ensure that your deliveries are handled with the utmost care and efficiency.

If you have any questions regarding these changes, please do not hesitate to contact us at [insert contact information].

Thank you for your continued partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Company]