

# Modified Delivery Procedures Reminder

Dear [Recipient's Name],

We hope this message finds you well. This is a friendly reminder regarding the recent modifications to our delivery procedures that took effect on [Effective Date].

Key changes include:

- All deliveries must be scheduled in advance.
- New delivery hours are from [New Start Time] to [New End Time].
- Deliveries will be made only to designated drop-off locations.
- All delivery personnel will be required to wear masks and follow health guidelines.

We appreciate your understanding and cooperation as we implement these changes to enhance our service and ensure safety for everyone. If you have any questions or require further clarification, please do not hesitate to reach out to us at [Contact Information].

Thank you for your attention to this important matter.

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]