

Revised Shipping Procedures Alert

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you of important updates to our shipping procedures that will take effect on [Effective Date].

These changes are intended to enhance the efficiency and reliability of our shipping process. The key revisions include:

- Updated shipping cut-off times to ensure timely delivery.
- New documentation requirements for shipments.
- Changes in carrier services and options available.

We encourage you to review the attached document for detailed information on these changes. Your understanding and cooperation are greatly appreciated as we implement these updates.

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 continued support.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]