

Confirmation of Updated Delivery Schedule

Dear [Supplier's Name],

We would like to confirm the updated delivery schedule for our recent order as discussed. Please find the details below:

- **Order Number:** [Order Number]
- **New Delivery Date:** [New Delivery Date]
- **Items Supplied:** [List of Items]
- **Quantity:** [Quantity]

We appreciate your attention to this matter and look forward to receiving the order on the updated schedule. If you have any questions or need further clarification, please do not hesitate to contact us.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Phone Number]

[Your Email Address]