

Letter of Demand for Urgent Delivery Schedule Adjustments

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Recipient's Company]

[Recipient's Address]

Dear [Recipient's Name],

I am writing to formally demand urgent adjustments to our delivery schedule as outlined in our existing agreement dated [Insert Agreement Date]. Due to [briefly explain the reason, e.g., unexpected demand, changed project timelines], it is imperative that we modify the delivery dates to prevent disruptions in our operations.

Specifically, we require the following adjustments:

- [Specify item or service, adjusted delivery date]
- [Specify item or service, adjusted delivery date]
- [Specify item or service, adjusted delivery date]

We appreciate your immediate attention to this matter, as it is crucial for maintaining the smooth flow of our operations. Please confirm the revised schedule by [insert deadline]. If we cannot come to a resolution by this deadline, we will have no choice but to explore alternative solutions.

Thank you for your prompt response.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]