

Dear [Supplier's Name],

I hope this message finds you well. I am writing to inquire about the recent changes in delivery dates for our orders. We have noticed some discrepancies in the timelines initially agreed upon, and we would appreciate your clarification on this matter.

Please provide us with the updated delivery schedule and any pertinent reasons for the delay. This information is crucial for us to manage our inventory and meet our customer expectations.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]