

# Notification of Revised Delivery Timelines

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Company Name]

Subject: Revised Delivery Timelines Notification

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you about a revision in the delivery timelines for your recent order with us.

Due to [brief explanation of the reason for the delay], we have had to adjust the delivery schedule. The new delivery dates are as follows:

- Order Number: [Insert Order Number] - New Delivery Date: [Insert New Delivery Date]
- Order Number: [Insert Order Number] - New Delivery Date: [Insert New Delivery Date]

We apologize for any inconvenience this may cause and appreciate your understanding in this matter. We are committed to ensuring that your order is delivered as soon as possible.

Should you have any questions or require further information, please do not hesitate to reach out to us at [Your Contact Information].

Thank you for your continued partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]