

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a change to the delivery date of my recent order, [Order Number], originally scheduled for [Original Delivery Date].

Due to [reason for change, e.g., unforeseen circumstances, scheduling conflict], I kindly ask if it would be possible to reschedule the delivery for [Proposed New Delivery Date].

I understand that such changes can be challenging, and I appreciate your assistance in this matter. Please let me know if the new date can be accommodated or if we need to discuss alternative options.

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

Sincerely,

[Your Name]

[Your Contact Information]

[Your Address]