

Delivery Schedule Notification

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

We hope this message finds you well. As per the terms of our contract dated [Insert Contract Date], we are pleased to provide you with the delivery schedule for the upcoming shipments.

Delivery Schedule

Delivery Date	Item Description	Quantity	Delivery Location
[Insert Date 1]	[Item Description 1]	[Quantity 1]	[Delivery Location 1]
[Insert Date 2]	[Item Description 2]	[Quantity 2]	[Delivery Location 2]

If you have any questions or require further clarification regarding this schedule, please feel free to contact us at your earliest convenience.

Thank you for your continued partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]