

# Delivery Schedule Letter

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company]

[Company Address]

[City, State, Zip Code]

To: [Recipient's Name]

[Recipient's Position]

[Recipient's Company]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are pleased to provide you with the delivery schedule for the contract dated [Insert Contract Date]. Below is a detailed outline of the key phases of delivery:

## Delivery Schedule

Phase	Description	Delivery Date
Phase 1	[Description of Phase 1]	[Delivery Date for Phase 1]
Phase 2	[Description of Phase 2]	[Delivery Date for Phase 2]
Phase 3	[Description of Phase 3]	[Delivery Date for Phase 3]

Please feel free to reach out if you have any questions regarding this delivery schedule or any other aspect of the contract.

Thank you for your attention.

Sincerely,

[Your Name]

[Your Position]

[Your Company]