

[Your Name]  
[Your Position]  
[Your Company]  
[Company Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Recipient Position]  
[Recipient Company]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Delivery Rescheduling Notice

I hope this message finds you well. This letter is to inform you that due to [reason for rescheduling, e.g., unforeseen circumstances, supply chain delays], we need to reschedule the delivery originally planned for [original delivery date].

We understand the importance of this delivery and apologize for any inconvenience this may cause. We would like to propose a new delivery date of [new delivery date]. Please let us know if this works for you or if you would prefer a different date.

Thank you for your understanding and flexibility in this matter. We appreciate your cooperation and look forward to continuing our partnership.

Sincerely,

[Your Name]  
[Your Position]  
[Your Company]