

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

[Recipient's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inform you that we need to postpone the delivery scheduled for [original delivery date] due to [brief reason for postponement].

We apologize for any inconvenience this may cause and appreciate your understanding in this matter. We would like to propose rescheduling the delivery for [new proposed delivery date].

Please let us know if this new date works for you or if there are any other arrangements you would prefer.

Thank you for your attention to this matter.

Sincerely,

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