

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Early Delivery Notification

We are pleased to inform you that your order #[Order Number] is scheduled for an early delivery. Initially set for delivery on [Original Delivery Date], your order will now arrive on [New Delivery Date].

We understand the importance of timely delivery and are committed to ensuring that you receive your order as soon as possible.

Please feel free to reach out if you have any questions or need further assistance.

Thank you for choosing [Your Company Name]!

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]