[Company Name]

[Company Address]

[City, State, ZIP Code]

**Subject: Important Update: Changes to Our Delivery and Shipping Policies**

Dear [Customer’s Name],

We are writing to inform you of updates to our delivery and shipping policies, effective [EFFECTIVE DATE]. These changes are designed to enhance your experience with [COMPANY NAME] and ensure timely, reliable service for all our customers.

**What’s Changing?**

* [*Briefly describe the change, e.g., “Updated shipping rates,” “New delivery timeframes,” or “Introduction of additional shipping options.”*]
* [*Example: ‘Standard shipping will now be delivered within 3–5 business days instead of 5–7.’*]
* [*If applicable, highlight any changes in international shipping policies, return shipment processes, etc.*]

**What Does This Mean for You?**

These updates aim to provide you with:

* [*Benefit 1, e.g., “Faster delivery options.”*]
* [*Benefit 2, e.g., “Improved tracking capabilities.”*]
* [*Benefit 3, e.g., “More flexible shipping solutions.”*]

For full details on our updated policies, please visit [link to updated policy page], or refer to the enclosed document.

If you have any questions or need further clarification about these changes, please don’t hesitate to reach out to us at [Email Address/Phone Number]. We’re here to assist you every step of the way.

Thank you for your understanding and continued trust in [COMPANY NAME].

Yours sincerely,

……………………………………………………….

[NAME]

[TITLE]

[COMPANY NAME]