

Vendor Lead Time Reduction Request

Date: [Insert Date]

To: [Vendor Name]

From: [Your Company Name]

Subject: Request for Reduction in Lead Time

Dear [Vendor Contact Name],

I hope this message finds you well. I am reaching out to discuss our current lead time for orders placed with your company.

As our business continues to grow, we find that an expedited lead time would greatly enhance our operations and our ability to serve our customers effectively. We value our partnership and would like to explore possibilities for reducing our lead time for future orders.

Our current lead time is [current lead time] days, and we are hoping to reduce it to [desired lead time] days. We believe that with effective collaboration and planning, this can be achieved.

Please let us know if this is feasible and if we can schedule a meeting to discuss this matter further.

Thank you for your attention to this request. We look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Phone Number]

[Your Email Address]