

# Vendor Product Lead Time Cut Proposal

Date: [Insert Date]

To: [Vendor Name]

From: [Your Company Name]

Subject: Proposal to Reduce Product Lead Time

Dear [Vendor Name],

We appreciate the partnership we have developed with your company over the years. As we continue to grow and adapt to the market demands, we would like to propose a reduction in the lead time for the following products:

- Product 1: [Product Details]
- Product 2: [Product Details]
- Product 3: [Product Details]

Current Lead Time: [Current Lead Time]

Proposed Lead Time: [Proposed Lead Time]

We believe that a decrease in lead time will not only enhance our competitive edge but also strengthen our collaboration. We would be grateful if you could review this proposal and share your thoughts on the feasibility of implementing these changes.

Thank you for considering our request. We look forward to your positive response and continuing our successful partnership.

Warm regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]