

Announcement: Revised Lead Time

Dear [Recipient's Name],

We hope this message finds you well. We would like to inform you about a recent update regarding our lead times.

Effective [Effective Date], our lead time for [Product/Service] will be revised to [New Lead Time]. This change is necessary to ensure that we continue to meet your expectations for quality and service.

We appreciate your understanding and continued partnership. Should you have any questions or require further clarification, please do not hesitate to reach out to us.

Thank you for your support.

Sincerely,

[Your Name]
[Your Position]
[Your Company]
[Contact Information]