

Letter of Appeal for Lead Time Extension

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Position]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request an extension of lead time for [specific project or order] originally due on [original due date].

Due to [reason for the delay, e.g., unforeseen circumstances, supply chain issues, etc.], we are unable to meet the initially agreed timeline.

We value our partnership and are committed to delivering quality results. Therefore, we kindly request an extension until [proposed new due date].

Thank you for considering our request. We appreciate your understanding and look forward to your favorable response.

Sincerely,

[Your Name]

[Your Position]

[Your Company]