

Letter of Clarification

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company Name]

[Company Address]

[City, State, Zip Code]

[Recipient Name]

[Recipient Position]

[Recipient Company Name]

[Recipient Company Address]

[City, State, Zip Code]

Subject: Clarification Regarding Modified Lead Time

Dear [Recipient Name],

We hope this message finds you well. We are writing to clarify the modifications made to the lead time for [insert product/service]. After careful consideration and assessment of our current capacity and supply chain constraints, we have revised the lead time as follows:

- Original Lead Time: [Insert original lead time]
- Modified Lead Time: [Insert modified lead time]

We understand how important timely deliveries are for your operations, and we are committed to ensuring that these changes are communicated effectively to avoid any potential disruptions.

If you have any questions or further concerns regarding this adjustment, please do not hesitate to reach out to us directly.

Thank you for your understanding and partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]