

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Communication on Lead Time Variance

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inform you of a recent variance in our lead times that may impact our ongoing projects. As per our last assessment, we have observed an increase in the lead time for [specific product or service] due to [brief explanation of reason, e.g., supply chain issues, unexpected demand, etc.].

The initial lead time was estimated to be [initial lead time], but we are currently experiencing a revised lead time of [revised lead time]. We understand the importance of timely delivery and are taking all necessary steps to mitigate this variance.

We appreciate your understanding and patience during this time. Please feel free to reach out if you have any questions or require further information. We value your partnership and are committed to maintaining transparent communication as we navigate this situation.

Thank you for your continued support.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]