

Confirmation of Altered Lead Time

Date: [Insert Date]

Dear [Recipient's Name],

We are writing to confirm the alteration in the lead time for order #[Insert Order Number]. Originally, the lead time was set for [Original Lead Time], and it has now been adjusted to [New Lead Time].

This change has been made due to [Reason for Change, if applicable]. We appreciate your understanding and are committed to ensuring that your order is fulfilled as promptly as possible.

If you have any questions or need further assistance, please feel free to reach out to us at [Contact Information].

Thank you for your continued support.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Company Address]

[Contact Information]