

Letter of Explanation for Lead Time Change

Date: [Insert Date]

To: [Recipient Name]

Company: [Recipient Company Name]

Address: [Recipient Address]

Dear [Recipient Name],

I hope this message finds you well. I am writing to inform you of a change in the lead time for our recent order, originally scheduled for delivery on [Original Delivery Date]. Due to [reason for the lead time change, e.g., supply chain disruptions, increased demand, etc.], we are unable to meet the original timeline.

We now anticipate that the new lead time will be [New Lead Time], with a projected delivery date of [New Delivery Date]. We are doing everything we can to expedite the process and minimize any inconvenience this may cause.

We appreciate your understanding and patience as we work through this situation. Should you have any questions or require further information, please do not hesitate to reach out.

Thank you for your continued partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]