

Request for Adjustment in Lead Time

Date: [Insert Date]

To: [Recipient's Name]

Company: [Recipient's Company]

Address: [Recipient's Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request an adjustment in the lead time for [specific project or order description] originally scheduled for [original lead time]. Due to [reason for the adjustment], we are experiencing unforeseen challenges that necessitate a delay in our expected timeline.

We highly value our partnership and are committed to ensuring the success of this project. Therefore, we kindly request an extension of the lead time to [proposed new lead time]. This adjustment will allow us to meet our quality standards and deliver the best possible outcome for both parties.

Thank you for considering our request. We appreciate your understanding and support. Please let us know if we can discuss this matter further.

Looking forward to your positive response.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]