

# Notification of Changes to Reseller Product Lead Time

Date: [Insert Date]

To: [Reseller Name]

Address: [Reseller Address]

Dear [Reseller Name],

We hope this message finds you well. We are writing to inform you of an important change regarding the lead time for our products that will affect your orders.

Effective [Start Date], the lead time for all orders placed for [Product Name or Category] will change from [Old Lead Time] to [New Lead Time]. This adjustment is necessary due to [brief reason for the change, e.g., increased demand, supply chain adjustments].

We understand that changes like this can be challenging, and we want to assure you that we are committed to providing you with the highest quality products and services. We appreciate your understanding and support as we implement this change.

If you have any questions or concerns regarding this change, please feel free to reach out to your account manager or contact us directly at [Contact Information].

Thank you for your continued partnership.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]