

Letter of Clarification on Reseller Lead Time Changes

Date: [Insert Date]

To: [Reseller's Name]

From: [Your Company's Name]

Subject: Clarification on Lead Time Changes

Dear [Reseller's Name],

We hope this message finds you well. We would like to take this opportunity to clarify the recent changes to our lead times for the products you order as a reseller.

Due to [briefly explain reason for change, e.g., supply chain issues, increased demand], our lead times have been adjusted. As of [effective date], the lead times will now be [insert new lead times]. We understand that this may affect your operations and we are committed to supporting you through this transition.

If you have any questions or need further clarification, please do not hesitate to contact us at [contact information]. We appreciate your understanding and continued partnership.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company's Name]