

Confirmation of Adjusted Reseller Lead Time

Date: [Insert Date]

To: [Reseller Name]

From: [Your Company Name]

Subject: Confirmation of Adjusted Lead Time for Reseller Orders

Dear [Reseller Name],

We are writing to confirm the adjusted lead time for your upcoming orders with us. The new lead time is now set to [insert new lead time], effective immediately.

We appreciate your understanding and flexibility during this period. If you have any questions or require further assistance, please do not hesitate to reach out to us.

Thank you for your continued partnership.

Best regards,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Contact Information]