

# Lead Time Update Notification

Dear [Reseller's Name],

We hope this message finds you well. We would like to inform you about an important update regarding the lead times for our products.

Due to [reason for the change, e.g., supply chain delays, increased demand, etc.], we have adjusted our lead times. The new lead times for our products are as follows:

- Product A: [New Lead Time]
- Product B: [New Lead Time]
- Product C: [New Lead Time]

We understand that these changes may affect your planning and operations, and we apologize for any inconvenience this may cause. We are committed to keeping you informed and will do our best to expedite your orders whenever possible.

If you have any questions or concerns regarding this update, please do not hesitate to reach out to us at [contact information].

Thank you for your understanding and continued partnership.

Sincerely,

[Your Name]

[Your Title]

[Your Company]