

# Letter of Lead Time Extension

Date: [Insert Date]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Reseller's Name]

[Reseller's Company Name]

[Reseller's Address]

[City, State, Zip Code]

Dear [Reseller's Name],

We hope this message finds you well. We are writing to inform you about an adjustment in the lead time for the services we provide to you as our valued reseller. Due to [reason for lead time extension, e.g., increased demand, supply chain issues], we have found it necessary to extend the lead time for fulfilling your orders.

The new lead time will be [insert new lead time], effective from [insert effective date]. We appreciate your understanding and patience during this time, and we assure you that we are making every effort to minimize any inconvenience.

If you have any questions or require further clarification, please feel free to reach out to us at [contact information].

Thank you for your continued partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]