

Notice of Modification to Reseller 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 about an important update regarding the lead time for our products. Effective [Effective Date], the lead time for [Product Name(s)] will be modified from [Old Lead Time] to [New Lead Time].

This change is being implemented to improve our inventory management and ensure that we meet your demands more effectively. We appreciate your understanding and cooperation during this transition.

If you have any questions or concerns regarding this modification, please do not hesitate to reach out to us at [Contact Information].

Thank you for your continued partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]