

# Notification of Reseller Lead Time Alteration

Date: [Insert Date]

To: [Reseller Name]

From: [Your Company Name]

Subject: Change in Reseller Lead Time

Dear [Reseller Name],

We are writing to inform you of an alteration to the lead time for our products. Effective [Insert Effective Date], the new lead time will be [Insert New Lead Time]. We understand that changes in lead time can impact your operations, and we strive to ensure smooth transitions for our partners.

We appreciate your understanding and cooperation during this time. Should you have any questions or require further assistance, please do not hesitate to contact us.

Thank you for your continued partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]