

Request for Adjustments in Reseller Lead Time

Date: [Insert Date]

[Your Name]
[Your Position]
[Your Company]
[Your Address]
[City, State, Zip Code]
[Your Email]
[Your Phone Number]

[Recipient's Name]
[Recipient's Position]
[Recipient's Company]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request an adjustment in the current lead time for our reseller orders. Due to [brief explanation of the reason, e.g., increased demand, supply chain challenges], we are finding it increasingly difficult to meet our commitments to our clients.

Having observed the significant impact on our operations, we kindly ask for your support in considering an adjustment to the lead time from [current lead time] to [proposed lead time]. We believe this change will greatly enhance our efficiency and capacity to serve our customers better.

We value our partnership and appreciate your understanding in this matter. Thank you for considering our request, and I look forward to your positive response.

Best regards,

[Your Name]
[Your Position]
[Your Company]