

# Revised Lead Time for Reseller Orders

Dear [Reseller's Name],

We hope this message finds you well. We are writing to inform you about an update regarding the lead times for your orders. Due to [reason for the change, e.g., increased demand, supply chain delays], we have revised the lead time for all reseller orders.

The new lead time is now [new lead time, e.g., 4-6 weeks]. We understand the importance of timely deliveries and are committed to minimizing any inconvenience this may cause.

To help you manage your inventory effectively, we will provide you with weekly updates on your order status. Should you have any questions or require assistance, please do not hesitate to reach out to our customer service team at [contact information].

Thank you for your understanding and continued partnership. We appreciate your support.

Best regards,  
[Your Name]  
[Your Position]  
[Your Company]  
[Contact Information]