

[Your Company Letterhead]

[Date]

[Supplier's Name]

[Supplier's Company Name]

[Supplier's Address Line 1]

[Supplier's Address Line 2]

**Subject: Inquiry Regarding Lead Time for [Product/Order Name or Reference]**

Dear [Supplier Contact Name],

I hope this message finds you well. We value our ongoing business relationship with [Supplier's Company Name] and appreciate your ongoing support and collaboration.

As we are currently in the process of planning and coordinating our upcoming inventory requirements, we kindly request detailed information regarding the lead time for the following items/order:

- **Product/Order Name or Reference:** [Specify product or order]
- **Quantity:** [Specify quantity]
- **Expected delivery destination:** [Specify location]

Specifically, we would appreciate it if you could provide:

- Estimated production lead time
- Expected shipping duration
- Any current or potential factors that may affect the delivery schedule
- Information regarding any expedited shipping options, if available

Confirming these details will allow us to plan our operations effectively and ensure a smooth continuation of our supply chain activities.

Please let us know at your earliest convenience if you require any further information from our side or if there are forms or processes we need to complete to expedite this inquiry.

Thank you very much for your prompt attention to this matter.  
We look forward to your response.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]

[Your Email Address]