

Capacity Expansion Assessment

Date: [Insert Date]

To: [Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

Subject: Capacity Expansion Assessment for Retail Stores

Dear [Recipient Name],

We are reaching out to discuss the potential capacity expansion for our retail stores located at [insert store locations]. In light of the recent growth trends and customer feedback, we believe that an assessment of our current capacities is essential to identify opportunities for enhancement.

The objective of this assessment is to evaluate our existing facilities, staffing levels, and inventory management systems to ensure they align with our projected growth targets. We aim to create an optimized environment that not only meets customer demands but also maximizes operational efficiency.

Assessment Outline:

- Current Capacity Analysis
- Market Demand Projections
- Staffing Needs Assessment
- Inventory and Supply Chain Review
- Competitive Benchmarking

We propose to initiate this assessment on [insert proposed start date] and would appreciate your insights and collaboration during this process. Please let us know your availability for an initial discussion, as well as any specific areas you would like us to focus on.

Thank you for your attention to this important matter. We look forward to your feedback.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]