

Capacity Expansion Evaluation

Date: [Insert Date]

To: [Recipient Name]

[Recipient Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are writing to formally evaluate the potential for capacity expansion in our logistics operations based on the recent analysis of our supply chain performance metrics and projected growth rates.

After conducting a thorough assessment, we believe that expanding our capacity will significantly enhance our service levels, reduce bottlenecks, and accommodate future demand more efficiently. The key areas identified for expansion include:

- Increasing warehouse space to support higher inventory levels.
- Investing in additional transportation resources to improve delivery times.
- Upgrading technology systems to optimize logistics operations.

We suggest scheduling a meeting to discuss this evaluation further and explore possible strategies for implementation. Please let us know your available times for next week.

Thank you for considering this important initiative. We look forward to your feedback.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]