

Capacity Expansion Inquiry for Distribution Centers

Date: [Insert Date]

To: [Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

Dear [Recipient Name],

I hope this message finds you well. I am writing to inquire about the potential for capacity expansion at our distribution centers located at [Insert Locations]. Given the current growth in our business and the increasing demand for our products, we are exploring options to enhance our operational capabilities.

Specifically, we would like to discuss the following:

- Current capacity limitations at our existing facilities.
- Proposed timelines for potential expansion projects.
- Cost implications and budget considerations.
- Logistical and operational impacts of an expanded capacity.

Please let me know a suitable time for us to discuss this matter in detail. Your insights would be invaluable as we plan for the future growth of our business.

Thank you for your attention to this inquiry. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]