

Capacity Expansion Request

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Job Title]

[Company Name]

[Company Address]

Dear [Recipient's Name],

We are writing to formally request a capacity expansion for our manufacturing operations at [Your Facility Name/Location]. Due to increased demand for our products, we are facing challenges in meeting customer orders within the desired timeframes.

We propose to expand our manufacturing capacity by [specify the amount or percentage of capacity to be added] through [mention the method, e.g., adding new machinery, extending operating hours, etc.]. This expansion will enable us to effectively meet current market demands and significantly improve our overall delivery performance.

The anticipated benefits of this expansion include:

- Increased production capacity
- Reduced lead times for customers
- Enhanced customer satisfaction and retention
- Potential for increased revenue and market share

We are committed to maintaining high-quality standards and believe that this expansion aligns with our strategic goals. We would appreciate your consideration of this proposal and would be glad to provide further details or answer any questions you may have.

Thank you for your attention to this matter. We look forward to your positive response.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Contact Information]