

# Operational Capacity Review

Date: [Insert Date]

To: [Recipient's Name]

Title: [Recipient's Title]

Company: [Recipient's Company]

Address: [Recipient's Address]

Dear [Recipient's Name],

We are conducting a comprehensive review of our operational capacity to ensure that we are aligned with our strategic goals and can meet the evolving needs of our stakeholders. This letter serves as a formal notification of this review.

The review will encompass the following key areas:

- Current operational performance
- Resource utilization
- Capacity forecasting
- Identifying bottlenecks and inefficiencies

We will be reaching out to you and your team to gather relevant data and insights over the next few weeks. Your cooperation is crucial for the success of this review.

Thank you for your attention to this important matter. We look forward to your support as we work through this process.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]