

# Letter Template for Manufacturing Capacity Upgrade

Date: [Insert Date]

[Recipient's Name]

[Company's Name]

[Company's Address]

Dear [Recipient's Name],

We are pleased to inform you that [Your Company Name] is planning to upgrade our manufacturing capacity to better serve our customers and meet the growing market demands. This upgrade will enable us to enhance production efficiency, improve product quality, and reduce lead times.

The key details of the upgrade are as follows:

- Expected completion date: [Insert Date]
- New production capacity: [Insert Capacity Details]
- Upgrades to be made: [Briefly List Upgrades]

We are committed to keeping you informed throughout this process and ensuring that there will be minimal disruption to our services. Our team will be available to answer any questions and provide support during this transition.

Thank you for your understanding and continued partnership. We are excited about the improvements and look forward to serving you better.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]