

Demand Forecast Inquiry

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. As part of our ongoing product planning process, we are currently reviewing our demand forecasts for the upcoming quarters. To ensure accurate supply chain management and inventory control, we kindly request your input on the anticipated demand for [Product Name].

Specifically, we would appreciate it if you could provide us with:

- Projected sales numbers for the next [Specify Timeframe]
- Any relevant trends or factors that may influence demand
- Insights from your recent sales data

Your expertise and insights are invaluable to us, and we aim to incorporate them into our planning process. If possible, please send us your feedback by [Insert Deadline].

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

Sincerely,

[Your Name]

[Your Position]

[Your Company]