

Demand Forecast Request

Date: [Insert Date]

To: [Insert Recipient's Name]

From: [Insert Your Name]

Subject: Request for Demand Forecast for Inventory Management

Dear [Recipient's Name],

I hope this message finds you well. As we strive to optimize our inventory management processes, I am reaching out to request your assistance in providing a demand forecast for the upcoming [Insert Time Period, e.g., quarter, year].

The data obtained from this forecast will be crucial in helping us align our inventory levels with anticipated demand, ensuring we meet customer needs while minimizing excess stock.

Please consider the following key points for the forecast:

- Historical sales data for the last [Insert Time Period].
- Market trends impacting demand in the upcoming period.
- Any seasonal variations we should account for.

We would greatly appreciate receiving the forecast by [Insert Due Date] to allow adequate time for adjustments to our inventory strategy.

Thank you for your attention to this matter. Should you have any questions or require additional information, please do not hesitate to contact me.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]