

Demand Forecast Requirements for Supply Chain Optimization

Date: [Insert Date]

To: [Recipient's Name]

Position: [Recipient's Position]

Company: [Recipient's Company]

Address: [Recipient's Address]

Dear [Recipient's Name],

We are reaching out to discuss the demand forecast requirements essential for optimizing our supply chain operations. Accurate forecasts are critical to ensuring we meet customer demands while minimizing excess inventory and associated costs.

Forecast Requirements

- **Time Frame:** Please provide forecasts for the next [Insert Time Frame].
- **Product Categories:** [List specific product categories].
- **Data Sources:** Indicate the data sources used for generating forecasts.
- **Frequency:** Specify how often forecasts will be updated (e.g., weekly, monthly).
- **Key Performance Indicators (KPIs):** Share relevant KPIs used to measure forecast accuracy.

We appreciate your cooperation in providing this information by [Insert Deadline]. This will help us refine our supply chain strategies and enhance overall efficiency.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]