

Forecasting Requirements for Seasonal Vendor Partnerships

Date: [Insert Date]

To: [Vendor Name]

From: [Your Company Name]

Dear [Vendor Name],

As we approach the upcoming [specific season], we are excited to strengthen our partnership with you. To ensure a seamless collaboration, we kindly request your assistance in forecasting our requirements for the season.

Forecasting Details:

- Product Categories: [List of products]
- Estimated Order Volume: [Projected quantity]
- Delivery Schedule: [Preferred dates]
- Pricing Considerations: [Any specifics on pricing or discounts]

We would appreciate it if you could provide us with your forecast by [insert deadline], which will enable us to finalize our plans and ensure timely inventory management.

Please feel free to reach out if you have any questions or require further information.

Thank you for your collaboration.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]