

# Seasonal Demand Assessment

Date: [Insert Date]

To: [Vendor Name]

From: [Your Company Name]

Subject: Seasonal Demand Assessment for [Product/Service]

Dear [Vendor Name],

As we approach the upcoming [specific season or event], we would like to assess and review the seasonal demand for our ongoing partnership regarding [specific products/services]. Based on our previous experiences, we anticipate changes in demand that will impact our ordering patterns.

Please provide us with the following information:

- Your capacity to meet increased demand during this season.
- Any anticipated changes in pricing or availability.
- Lead times for orders placed during peak demand periods.

Understanding these elements will be critical for a seamless collaboration and to ensure that we can meet our customers' needs effectively.

We appreciate your attention to this matter and look forward to your timely response.

Thank you!

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Contact Information]