

Request for Seasonal Demand Forecasting

Date: [Insert Date]

To: [Vendor Name]

From: [Your Name]

[Your Company Name]

[Your Company Address]

Dear [Vendor Name],

As we approach the upcoming season, we would like to request your assistance in forecasting the demand for our products. Understanding your inventory capabilities and expected delivery timelines will help us optimize our supply chain and meet customer expectations efficiently.

We kindly ask you to provide us with the following information:

- Projected demand for each product during the upcoming season.
- Your current inventory levels and anticipated production schedules.
- Any potential supply chain challenges you foresee.

Receiving this information by [Insert Deadline Date] would be greatly appreciated and will allow us to plan accordingly.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]