

# **Subject: Seasonal Inventory Planning for [Season/Year]**

Dear [Vendor's Name],

I hope this message finds you well. As we approach the upcoming [Season/Year], we would like to initiate our seasonal inventory planning process. It is crucial for us to align our stock levels and ensure timely delivery of products to meet the anticipated demand.

We appreciate your partnership and would like to discuss the following points:

- Current inventory levels of [specific products]
- Projected demand based on historical sales data
- Lead times for resizing or manufacturing orders
- Potential promotional activities during the season

Please provide us with your available inventory forecasts and any concerns you may have by [specific date]. We aim to finalize our plans by [finalization date].

Thank you for your collaboration and support. We look forward to your prompt response.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]