

Vendor Capacity Planning for Budgeting and Financial Sessions

Date: [Insert Date]

To: [Vendor's Name]

From: [Your Company Name]

Subject: Vendor Capacity Planning for Upcoming Budgeting and Financial Planning Sessions

Dear [Vendor's Name],

As we approach our annual budgeting and financial planning sessions, we would like to ensure that we have a comprehensive understanding of your current capacity and capabilities to meet our future needs. Your role as a key vendor is crucial to our ongoing success.

Please provide us with the following information:

- Current capacity and production capabilities
- Any anticipated changes in capacity over the next fiscal year
- Lead times for delivery of current products/services
- Any potential constraints we should be aware of
- Suggestions for cost-effective options or improvements

We appreciate your cooperation and prompt response to this request, as it will greatly assist us in making informed decisions for the upcoming budgeting process. Please submit the requested information by [Insert Due Date].

Thank you for your continued partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]