

Vendor Capacity Planning for Contract Negotiation Preparation

Date: [Date]

To: [Vendor Name]

From: [Your Company Name]

Subject: Vendor Capacity Planning for Upcoming Contract Negotiations

Dear [Vendor Name],

As we prepare for the upcoming contract negotiations, we wanted to reach out to discuss your capacity to meet our needs in the coming period. Understanding your capabilities is essential for effective planning and collaboration.

To facilitate our discussions, we kindly request the following information:

- Current production capacity and any anticipated changes.
- Lead times for order fulfillment.
- Availability of resources, including manpower and materials.
- Any upcoming projects that may impact your capacity.

Please provide this information by [Deadline Date], so we can analyze it ahead of our meeting scheduled for [Meeting Date]. Your timely response will be greatly appreciated.

Thank you for your cooperation and partnership. We look forward to working together to achieve mutually beneficial outcomes.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]