

Vendor Capacity Planning for Demand Forecasting Alignment

Date: [Insert Date]

To: [Vendor Name]

Address: [Vendor Address]

Dear [Vendor Contact Name],

We hope this message finds you well. As part of our ongoing efforts to align our operations with market demand, we are reaching out to discuss capacity planning for the upcoming forecast period.

Our recent analysis indicates a projected increase in demand for our products, specifically in the following categories:

- [Product Category 1]
- [Product Category 2]
- [Product Category 3]

In order to meet this demand, we would like to understand your capacity and constraints better. Specifically, we request the following information:

1. Current production capacity for the above-mentioned products
2. Projected capacity for the next [time frame]
3. Any potential challenges or limitations you foresee

We value our partnership and believe that clear communication on capacity planning is essential for our joint success. Please provide us with the requested information by [Insert Deadline].

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

Sincerely,

[Your Name]

[Your Job Title]

[Your Company]

[Your Contact Information]