

Vendor Capacity Planning for Strategic Partnership

Date: [Insert Date]

To: [Vendor Name]

[Vendor Address]

Dear [Vendor Contact Name],

We are reaching out to discuss an exciting opportunity for a strategic partnership between [Your Company Name] and [Vendor Name]. As we plan for future growth, it is essential to assess our collective capacity to meet market demands effectively.

To facilitate this discussion, we would like to gather some information regarding your production capabilities, lead times, and resource availability. Specifically, we are interested in:

- Current production capacity
- Ability to scale operations
- Lead times for various products/services
- Any anticipated constraints or challenges

Understanding these factors will allow us to align our operations and identify opportunities for collaboration that can enhance our competitiveness in the market.

We would appreciate it if you could provide this information by [Insert Deadline]. If needed, we would be happy to schedule a meeting to discuss this in more detail.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]