

Letter of Assessment for Production Capacity Expansion

Date: [Insert Date]

To: [Recipient Name]
[Recipient Title]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

We are writing to formally assess the potential for the expansion of our production capacity at [Facility/Location Name]. This assessment is motivated by our recent analyses and forecasts of market demand which indicate a significant increase in our product requirements.

Current Production Capacity:

- Existing capacity: [Current Capacity] units per month
- Current production: [Current Production] units per month

Assessment Findings:

1. Market Demand Analysis: [Brief summary of market demand analysis].
2. Resource Availability: [Brief summary of resource availability].
3. Financial Implications: [Brief summary of financial considerations].

Based on these findings, we propose a capacity expansion of [Proposed Expansion Capacity] units, which would involve [brief description of required actions/strategies to achieve the expansion].

We appreciate your attention to this important matter and look forward to your feedback on this assessment. Please feel free to contact us at [Your Phone Number] or [Your Email Address] should you have any questions.

Thank you for your consideration.

Sincerely,
[Your Name]
[Your Title]
[Your Company]
[Your Contact Information]