

Confirmation of Increased Production Capacity Needs

Date: [Insert Date]

To: [Recipient's Name]

Company: [Recipient's Company]

Address: [Recipient's Address]

Dear [Recipient's Name],

We hope this message finds you well. We are writing to confirm our recent discussions regarding the need for increased production capacity at our facility. Due to the growing demand for our products, we have identified a necessity to expand our operational capabilities.

We are currently assessing the specifics of this increase, which will include enhancements to our machinery and workforce. We anticipate that these changes will improve our manufacturing efficiency and enable us to meet customer demands effectively.

Please let us know if you require any additional information or have any questions regarding this matter. We appreciate your support and collaboration as we move forward with these necessary adjustments.

Thank you for your attention to this important update.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]