

Letter of Discussion for Supplier Capacity Upgrades

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Date: [Insert Date]

[Supplier Name]

[Supplier Address]

[City, State, Zip Code]

Dear [Supplier Contact Name],

I hope this message finds you well. As we continue to grow and adapt to market demands, we would like to discuss potential upgrades to your production capacity.

Given our increasing order volume, we believe that enhancing your capacity will enable us to meet customer expectations more effectively. We would like to schedule a meeting to explore the potential for expansion and the resources that may be required for this process.

Please let us know your availability for a discussion in the coming weeks. We are looking forward to collaborating on this important initiative.

Thank you for your attention, and we hope to hear from you soon.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]