

# **Inquiry Regarding Production Scalability**

[Your Name]  
[Your Position]  
[Your Company]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Supplier's Name]  
[Supplier's Company]  
[Supplier's Address]  
[City, State, Zip Code]

Dear [Supplier's Name],

I hope this message finds you well. We are currently assessing our supply chain capabilities and would like to inquire about your ability to scale production in response to increased demand for our products.

Specifically, we would like to understand:

- Your current production capacity and lead times.
- Any limitations or challenges you face in scaling operations.
- Examples of past instances where you successfully scaled production for a client.
- Your resources available for scaling, including workforce and technology.

We value our partnership and look forward to your insights on how we can ensure a smooth collaboration as our demand increases.

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

Sincerely,  
[Your Name]  
[Your Position]