

# Request for Cyclical Demand Forecast

Date: [Insert Date]

To: [Supplier Name]

From: [Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[Your City, State, Zip Code]

Dear [Supplier Name],

As part of our ongoing collaboration and in preparation for the upcoming fiscal period, we kindly request your assistance in providing a cyclical demand forecast for our mutual products.

Understanding the anticipated demand will help us optimize inventory and improve service levels, ensuring that we meet customer requirements effectively.

Please provide your forecast data for the upcoming [insert time period] by [insert deadline]. If you require any additional information or have questions, do not hesitate to reach out.

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

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]