

[Your Name]

[Your Position]

[Your Company]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Vendor's Name]

[Vendor's Company]

[Vendor's Address]

[City, State, Zip Code]

Dear [Vendor's Name],

I hope this message finds you well. I am writing to inquire about your production capacity for [specific product or service]. As we look to enhance our supply chain and ensure we meet our customer demand, understanding your capabilities is crucial for us.

Could you please provide information on the following:

- Your current production capacity.
- Any constraints that may affect your ability to fulfill orders.
- Estimated lead times for production and delivery.
- Potential for scaling up production if necessary.

We value our partnership and appreciate your prompt attention to this inquiry. Please feel free to reach out if you need any further information from our side.

Thank you for your cooperation.

Sincerely,

[Your Name]