

# Holiday Production Schedule Notification

Dear [Vendor Name],

As we approach the holiday season, we would like to share our production schedule to ensure a smooth and efficient collaboration.

## Production Schedule Overview

Production Phase	Start Date	End Date
Initial Planning	[Start Date]	[End Date]
Raw Material Procurement	[Start Date]	[End Date]
Manufacturing	[Start Date]	[End Date]
Quality Assurance	[Start Date]	[End Date]
Packaging and Shipping	[Start Date]	[End Date]

Please ensure that all preparations are aligned with this schedule. Should you have any concerns or require adjustments, do not hesitate to reach out.

Thank you for your continued partnership and support. We look forward to a successful holiday season together!

Best regards,  
[Your Name]  
[Your Position]  
[Your Company]  
[Contact Information]