

# Quarterly Delivery Planning Notification

Dear [Supplier Name],

We hope this message finds you well. As we approach the next quarter, we would like to outline our delivery planning schedule to ensure a smooth supply chain process.

**Quarter:** [Specify Quarter/Year]

## **Delivery Schedule:**

- Week 1: [Item/Service] - [Quantity]
- Week 2: [Item/Service] - [Quantity]
- Week 3: [Item/Service] - [Quantity]
- Week 4: [Item/Service] - [Quantity]

We request your confirmation of the delivery times and quantities listed above by [Response Deadline]. Your timely response will help us maintain our operational efficiency.

Thank you for your continued partnership. Should you have any questions, please feel free to reach out.

Sincerely,

[Your Name]

[Your Position]

[Your Company's Name]

[Contact Information]