

Merchandise Production Letter

Date: [Insert Date]

To: [Supplier/Manufacturer Name]

From: [Your Company Name]

Subject: Merchandise Production for Upcoming Events

Dear [Supplier/Manufacturer Name],

I hope this message finds you well. As we prepare for our upcoming events, we would like to discuss the production of our merchandise that will be showcased.

We are planning the following items:

- [Item 1: Description, Quantity]
- [Item 2: Description, Quantity]
- [Item 3: Description, Quantity]

The events are scheduled to take place on [Event Dates] at [Event Locations]. We are aiming to have all merchandise produced and delivered by [Delivery Date].

Please confirm your ability to meet this timeline and provide us with a cost estimate for the listed items. If there are any issues or additional requirements, feel free to reach out.

Thank you for your attention to this matter. We look forward to collaborating with you to make these events a success.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]