

# Inventory Forecast Request

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company]

[Your Address]

[City, State, Zip Code]

[Recipient Name]

[Recipient Position]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request an inventory forecast for the upcoming quarter. As we prepare for the upcoming changes in demand, having an accurate forecast will enable us to manage our inventory levels effectively and ensure we can meet customer expectations.

Please provide the forecast, including projected sales and any relevant historical data, by [Insert Deadline]. This information will greatly assist us in our planning efforts.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Company]