

Demand Surge Adjustment Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request a review and adjustment regarding the demand surge that we have experienced in the past quarter. Given the significant increase in order volume, we believe that an adjustment to our current terms is warranted.

Over the past few months, we have seen a [percentage]% increase in demand, which has significantly impacted our operational capacity and costs. We are committed to maintaining service quality and customer satisfaction, and your consideration of this adjustment is crucial.

We would appreciate the opportunity to discuss this matter further and explore potential solutions. I am looking forward to your response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]