

# Demand Surge Impact Assessment

Date: [Insert Date]

To: [Insert Recipient's Name]

Title: [Insert Recipient's Title]

Company: [Insert Recipient's Company]

Address: [Insert Recipient's Address]

Dear [Recipient's Name],

I hope this message finds you well. We are writing to address the recent surge in demand for [insert product/service], which has raised concerns regarding our capacity to meet customer expectations and maintain service quality.

The purpose of this letter is to formally request a comprehensive impact assessment on the recent demand surge. We aim to understand the implications on our resources, operations, and overall customer satisfaction.

## Specific Areas of Assessment:

- Current capacity and expected demand
- Impact on supply chain and logistics
- Customer service response time and support
- Operational challenges and resource allocation

We appreciate your prompt attention to this matter and look forward to your detailed report by [insert deadline]. Please let us know if you require additional information or assistance in conducting this assessment.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]