

# Dear Valued Supplier,

As we approach the holiday season, we want to ensure a smooth and successful period for all of us. To prepare effectively, we kindly request your assistance with the following:

- Confirming order availability during the holiday season.
- Updating us on any potential delays or changes in delivery schedules.
- Discussing any special promotions or products you may offer during this time.

Your cooperation is crucial for us to meet our customers' needs during this busy season. Please respond by **[insert deadline]** so we can plan accordingly.

Thank you for your continued partnership. Wishing you a prosperous holiday season!

Sincerely,

**[Your Name]**

**[Your Position]**

**[Your Company]**

**[Your Contact Information]**