

Subject: Adjustment to Our Demand Requirements

Dear [Supplier's Name],

I hope this message finds you well. We are writing to inform you of a necessary adjustment to our demand for your products due to [brief reason, e.g., changes in market conditions, revised project timelines, etc.].

As a result, we would like to adjust our order quantities for the upcoming [specify timeframe, e.g., quarter, month, etc.]. Our revised demand is as follows:

- Product A: [New Quantity]
- Product B: [New Quantity]
- Product C: [New Quantity]

We appreciate your understanding and cooperation in this matter. Please confirm your acceptance of this demand adjustment and let us know if you have any concerns.

Thank you for your continued partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]