

Request for Output Increase

Date: [Insert Date]

[Supplier's Name]

[Supplier's Address]

Dear [Supplier's Contact Person],

We hope this message finds you well. We are writing to discuss the possibility of increasing the output of products supplied by your company. Due to a recent surge in demand from our customers, it has become essential for us to enhance our inventory levels.

Currently, we have been satisfied with the quality and reliability of your products, and we firmly believe that an increase in output will lead to mutual benefits for both our companies. Therefore, we kindly request that you consider ramping up your production capabilities to meet our growing needs.

We would appreciate your feedback on whether this request is feasible and what steps can be taken to implement this change. Please feel free to reach out to us for any further discussion or clarification.

Thank you for your attention to this matter. We look forward to your positive response.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]