

Urgent Appeal for Supplier Capacity Enhancement

Date: [Insert Date]

To: [Supplier's Name]

From: [Your Company Name]

Subject: Urgent Appeal for Capacity Enhancement

Dear [Supplier's Name],

I hope this message finds you well. I am writing to you regarding the increasing demand for our products, which has significantly impacted our current supply chain.

We have observed a surge in orders, and to meet our client expectations, we require an enhancement in your production capacity. This change is crucial not only for our operational efficiency but also for sustaining our partnership.

We kindly request your immediate attention to assess the feasibility of increasing your manufacturing capabilities. This enhancement will not only benefit us but also provide you with increased business opportunities in the long term.

We would appreciate a prompt response to this appeal, as time is of the essence. Should you require any further details or wish to discuss this matter, please feel free to reach out to me directly at [Your Phone Number] or [Your Email Address].

Thank you for your understanding and cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[Your Company Phone Number]