

Supplier Order Adjustment Notification

Dear [Supplier's Name],

We hope this message finds you well. As we approach the peak season, we would like to inform you of some adjustments in our orders to ensure a seamless supply chain.

In light of increased demand during the upcoming peak season, we kindly request the following adjustments:

- Increase in order quantities for [specific products] from [original quantity] to [new quantity].
- Adjust delivery schedules to accommodate higher volumes, specifically for the dates between [start date] and [end date].
- Confirmation of product availability and lead times to manage any potential delays.

Your cooperation in facilitating these changes is greatly appreciated. Please confirm receipt of this letter and acknowledge the proposed adjustments by [confirmation deadline].

Thank you for your attention to this matter. We look forward to your prompt response and a successful collaboration during the peak season.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]