

Advance Notice for Seasonal Supply Adjustments

Dear [Supplier's Name],

We hope this message finds you well. As we approach the upcoming [season/year], we would like to provide you with an advance notice regarding adjustments to our supply requirements.

Due to [reason for adjustment, e.g., seasonal demand fluctuations, changes in market trends], we anticipate the need to adjust our orders from [current order quantity] to [new order quantity] starting from [effective date].

We value our partnership and want to ensure that these adjustments are communicated well in advance. This will help us both align our operations accordingly.

Please confirm your acknowledgment of this notice and any potential implications it may have on our current agreements. Should you have any questions or require further clarification, do not hesitate to reach out.

Thank you for your understanding and support.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]