

# Dear [Supplier's Name],

We hope this message finds you well. As we approach the upcoming peak period, we would like to provide you with our updated demand forecasts to ensure that we have adequate supply to meet customer needs.

## Forecast Overview

Based on our market analysis and previous sales data, we anticipate a significant increase in demand for the following products:

- [Product 1]: [Forecasted Quantity]
- [Product 2]: [Forecasted Quantity]
- [Product 3]: [Forecasted Quantity]

## Supply Requirements

To meet this anticipated demand, we kindly request that you prepare an increased supply of [Product 1, Product 2, Product 3] for the period of [Start Date] to [End Date]. We would appreciate your confirmation of the following:

- Current capacity to increase production
- Lead times for supply adjustments
- Any potential constraints or challenges

## Next Steps

Please respond by [Response Deadline] with your confirmation and any additional insights you may have. We value our partnership and are committed to working together to ensure a successful peak period.

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

## Best Regards,

[Your Name]  
[Your Position]  
[Your Company]  
[Contact Information]