

Letter to Suppliers: Seasonal Demand Adjustments

Date: [Insert Date]

To: [Supplier Name]

From: [Your Company Name]

Subject: Seasonal Demand Adjustments

Dear [Supplier Name],

As we approach the upcoming season, we would like to discuss and adjust our demand forecasts to better align our orders with the seasonal trends we anticipate. Our analysis indicates a significant increase in demand for [specific products] during the [specific season].

We believe it is crucial to work together to ensure that the supply chain remains efficient and that we can meet our customer needs effectively. Below are our proposed adjustments:

- Increase in order quantity for [Product Name] from [current quantity] to [new quantity].
- Adjustment of delivery schedule starting from [Start Date] to [End Date].
- Proposal for quarterly reviews to assess demand fluctuations.

We appreciate your support and flexibility in this matter. Please let us know if you have any concerns or suggestions regarding these adjustments. We look forward to your prompt response.

Thank you for your continued partnership.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Contact Information]