

# Letter to Suppliers - Seasonal Order Volume Changes

Date: [Insert Date]

To: [Supplier's Name]

Company: [Supplier's Company Name]

Address: [Supplier's Address]

Dear [Supplier's Name],

As we approach the upcoming season, I would like to take a moment to discuss our order volume expectations for the upcoming months. Historically, we experience fluctuations in demand during this period, and it is essential to align our supply chain accordingly.

For this upcoming season, we anticipate an increase/decrease in order volume by approximately [percentage]% compared to last season. Specifically, we project the following order quantities:

- Month 1: [Projected Order Volume]
- Month 2: [Projected Order Volume]
- Month 3: [Projected Order Volume]

We kindly request your support in adjusting production schedules and inventory levels to accommodate these changes. Your partnership has been invaluable to us, and we are confident that, together, we can effectively manage this seasonal shift.

Thank you for your attention to this matter. Please feel free to reach out if you have any questions or require further clarification.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]