

Supplier Relationship Management - Seasonal Demand Notification

Date: [Insert Date]

To: [Supplier Name]

From: [Your Company Name]

Subject: Anticipated Seasonal Demand Changes

Dear [Supplier Name],

We hope this message finds you well. As we approach the upcoming [specific season/holiday period], we would like to communicate our anticipated demand fluctuations and work closely with you to ensure a seamless supply chain process.

Based on our previous sales data, we expect an increase in demand for [specific products] during the period of [insert date range]. To align our supply expectations, we kindly ask you to prepare for an increase in order volumes. We project an estimated increase of [insert percentage or volume] compared to the previous season.

To facilitate our planning, we would appreciate your feedback regarding:

- Your current capacity to meet the expected demand.
- Any potential constraints or challenges you foresee during this period.
- Proposed timelines for lead times and delivery schedules.

We value our partnership and believe that through communication and collaboration, we can navigate this seasonal demand together successfully.

Thank you for your attention to this matter. We look forward to your prompt response and working closely with you.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]