

# Supplier Request for Seasonal Inventory Changes

Date: [Insert Date]

To: [Supplier Name]

Address: [Supplier Address]

Dear [Supplier Contact Name],

We hope this message finds you well. As we approach the upcoming [season, e.g., Spring/Summer/Fall/Winter], we would like to request adjustments to our current inventory to better align with seasonal demands.

Please find below the proposed changes to our order:

- Item 1: [Description] - [Quantity Increase/Decrease]
- Item 2: [Description] - [Quantity Increase/Decrease]
- Item 3: [Description] - [Quantity Increase/Decrease]

We believe these adjustments will help optimize our sales during this busy period. We appreciate your attention to this matter and look forward to your confirmation of these changes.

Thank you for your continued partnership.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]