

# Letter of Clarification

Date: [Insert Date]

To: [Supplier's Name]

From: [Your Company's Name]

Subject: Clarification Regarding Production Target Shifts

Dear [Supplier's Name],

I hope this message finds you well. We are writing to clarify the recent shifts in the production targets agreed upon in our previous correspondence.

As we discussed on [insert date of discussion], the revised production targets have been set to align with our current market demand and operational capabilities. We would like to confirm the following key points regarding the adjustments:

- **Previous Target:** [Insert previous target details]
- **New Target:** [Insert new target details]
- **Effective Date:** [Insert effective date of the new target]

Please ensure that your production schedules are adjusted accordingly to meet the new targets. If there are any concerns or if you require further clarification, do not hesitate to reach out.

Thank you for your attention to this matter. We appreciate your cooperation and look forward to continuing our successful partnership.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company's Name]

[Contact Information]