

# Confirmation of Revised Supplier Production Targets

Date: [Insert Date]

To: [Supplier Name]  
[Supplier Address]  
[City, State, Zip Code]  
[Email Address]

Dear [Supplier Contact Name],

We are writing to formally confirm the revised production targets that we discussed on [insert date of discussion]. After reviewing our current needs and market conditions, we have decided to adjust the production targets as follows:

- Product A: [New Target Quantity] by [New Due Date]
- Product B: [New Target Quantity] by [New Due Date]
- Product C: [New Target Quantity] by [New Due Date]

We appreciate your flexibility and cooperation in meeting these new targets. Please confirm your acceptance of these revised figures by [insert confirmation deadline]. Should you have any questions or require further clarification, do not hesitate to reach out.

Thank you for your continued partnership.

Sincerely,

[Your Name]  
[Your Job Title]  
[Your Company]  
[Your Phone Number]  
[Your Email Address]