

Discussion on Supplier Production Target Modifications

Date: [Insert Date]

To: [Supplier Name]

From: [Your Company Name]

Subject: Modification of Production Targets

Dear [Supplier Name],

We hope this message finds you well. We are writing to discuss the current production targets set for our ongoing project. Due to [reason for modification, e.g., changes in demand, supply chain constraints], we believe it is necessary to reassess the agreed-upon targets.

We would like to propose the following modifications to the production schedule:

- Change in target quantity from [old target] to [new target]
- Adjusted delivery timelines: [new delivery dates]
- Consideration of additional resources to meet revised targets

We value our partnership and are committed to finding a solution that works for both parties. We would appreciate your feedback on these proposed changes and any insights you might have on how we can collaboratively navigate this situation.

Please let us know a convenient time for us to discuss this matter further.

Thank you for your attention, and we look forward to your response.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]