

# Follow-Up on Production Target Agreements

Date: [Insert Date]

To: [Supplier's Name]

From: [Your Company's Name]

Subject: Follow-Up on Production Target Agreements

Dear [Supplier's Contact Name],

I hope this message finds you well. I am writing to follow up on our recent discussions regarding the production target agreements we established on [Insert Date of Agreement]. We appreciate your commitment to meeting our targets and would like to ensure we are aligned moving forward.

As per our agreement, we initially set a target of [Insert Target Details]. We would like to check in on your progress towards these goals. Could you please provide an update on the current production status and any challenges you may be facing?

We value our partnership and are here to support you in any way we can to achieve these targets. Please let us know a suitable time for a brief call or meeting to discuss this further.

Thank you for your attention to this matter. We look forward to your prompt response.

Best regards,

[Your Name]

[Your Position]

[Your Company's Name]

[Your Contact Information]