

Letter of Inquiry

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

[Supplier Name]

[Supplier Company]

[Supplier Address]

[City, State, Zip Code]

Dear [Supplier Contact Name],

I hope this message finds you well. I am writing to inquire about the production targets for our current orders and any updates on your production schedules. As we plan our inventory and resource allocation, having accurate and up-to-date information on your production capabilities is crucial for our operations.

Please provide us with the latest details regarding:

- Current production capacity
- Estimated delivery timelines
- Any potential challenges or delays

Thank you for your continued support.

Sincerely,

[Your Name]

[Your Position]

[Your Company]