

Notification of Production Target Changes

Dear [Supplier Name],

We hope this message finds you well. We are writing to inform you of adjustments to our production targets that will take effect from [Effective Date].

Due to [reason for change, e.g., market demand changes, supply chain issues], we have revised our previously established targets. The new production target is [New Production Target] per [time period, e.g., month, quarter].

Please review these changes and adjust your production schedules accordingly. We appreciate your continued support and collaboration as we navigate these changes together.

If you have any questions or require further clarification, do not hesitate to reach out.

Thank you for your understanding.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]