

# Proposal for Alterations to Production Targets

Date: [Insert Date]

To:

[Supplier's Name]

[Supplier's Address]

[City, State, Zip Code]

Dear [Supplier's Contact Name],

We hope this message finds you well. We appreciate your continued partnership and the quality of products you provide us. As we approach the upcoming quarter, we have conducted a review of our production needs and would like to propose alterations to our existing production targets.

Due to [reason for change, e.g., changes in consumer demand, supply chain adjustments], we believe adjusting our targets will enhance efficiency and better align with our business objectives. We propose the following alterations:

- Current Target: [Current Target Volume]
- Proposed Target: [Proposed Target Volume]
- Effective Date: [New Effective Date]

We believe that these changes will not only benefit our operations but also strengthen our relationship with your team as we navigate these evolving market conditions. We would appreciate the opportunity to discuss this proposal further and explore any adjustments you may need to accommodate these changes.

Please let us know your available times for a meeting. We look forward to your response and appreciate your understanding as we work together to achieve our mutual goals.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]