

Request for Revision of Production Targets

To: [Supplier's Name]

From: [Your Name]

Date: [Current Date]

Subject: Request for Revision of Production Targets

Dear [Supplier's Contact Name],

I hope this message finds you well. I am writing to discuss our current production targets as outlined in our agreement dated [Agreement Date]. After reviewing our recent sales data and market demand, we believe it is necessary to adjust the production targets to better align with our business objectives.

We kindly request that you consider revising the production targets to the following:

- Product A: [New Target Quantity]
- Product B: [New Target Quantity]
- Product C: [New Target Quantity]

We believe that these changes will help us to maximize efficiency and meet our customers' needs effectively. Please let us know your thoughts on this request at your earliest convenience.

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

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]