[Company Name]

[Company Address]

[City, State, ZIP Code]

**Subject: Request for Increased Production Capacity**

Dear [Supplier’s Name],

We hope this message finds you well. Due to an increase in demand for [specific product/service], we are reaching out to request an increase in your production capacity to meet our growing requirements.

**Details of Request**:

* **Current Order Volume**: [*Specify current volume or quantity*]
* **Requested Volume Increase**: [*Specify the additional quantity or percentage increase*]
* **Effective Date**: [*Specify when the increased capacity is required, e.g., “starting from [DATE]”*]

We understand that this may require adjustments to your current production schedule, and we are happy to collaborate with you to facilitate a smooth transition. Please let us know:

1. Whether the requested increase is feasible.
2. Any lead time adjustments needed to accommodate the increase.
3. Any associated cost implications or changes to delivery schedules.

This increase in demand reflects the strong market reception of our products, and we are eager to work with you to capitalize on this opportunity. If you have any questions or need additional details, please contact [Name, Title] at [Email Address/Phone Number].

We appreciate your partnership and look forward to your response.

Yours sincerely,

……………………………………………………….

[NAME]

[TITLE]

[COMPANY NAME]