To: Gina, VP of Technology and Engineering, Head Quarters
From: Jeff, USA Midwest Plant Manager
CC: 
Date: 11/09/05
Subject: Potential Problem with Meeting Demand at USA Midwest Manufacturing Plant

The launching of our new products is fast approaching. Currently, we are working on rescheduling our production plan to cover all demand. However, an evaluation of the production process indicates a capacity problem if we add the new products to the plant’s production line. It appears that the only alternatives involve increasing capacity in some manner.

Chris