

Inventory Depletion Notice

Date: [Insert Date]

To: [Recipient Name]

Company: [Recipient Company Name]

Address: [Recipient Address]

Dear [Recipient Name],

We hope this message finds you well. We are writing to formally notify you of a depletion in our inventory regarding the following items:

- Item Name 1: [Quantity Depleted]
- Item Name 2: [Quantity Depleted]
- Item Name 3: [Quantity Depleted]

This depletion occurred on [Insert Date of Depletion], and we are currently assessing the impact on our operations. We expect to restock these items by [Insert Expected Restock Date].

We appreciate your understanding during this time. If you have any questions or require further information, please do not hesitate to contact us.

Thank you for your continued support.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]