

Bookstore Inventory Needs Assessment

Date: _____

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

We are conducting an assessment of our current inventory needs at [Bookstore Name]. Given the changing trends in the publishing industry and our commitment to providing the best selection for our customers, we would like to gather information on the following:

- Current inventory levels for popular genres
- Sales trends and seasonal demands
- Customer feedback on desired titles or authors
- Potential new categories to explore

Your insights would be invaluable to us in making informed decisions about our inventory. Kindly complete the attached questionnaire and return it by [Date].

Thank you for your collaboration and support in enhancing our bookstore's offerings.

Sincerely,

[Your Name]

[Your Position]

[Bookstore Name]

[Contact Information]