

Wholesale Distribution Query Regarding Supply Availability

Date: [Insert Date]

To: [Supplier's Name]

[Supplier's Company Name]

[Supplier's Address]

[City, State, Zip Code]

Dear [Supplier's Name],

I hope this message finds you well. We are currently assessing our inventory and would like to inquire about the availability of certain products in your catalog.

Specifically, we are interested in the following items:

- [Product Name 1] - [Quantity Needed]
- [Product Name 2] - [Quantity Needed]
- [Product Name 3] - [Quantity Needed]

Could you please provide us with the supply availability for these products, including lead times and any minimum order quantities? It would greatly assist us in planning our procurement process.

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

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Phone Number]

[Your Email Address]