

Inventory Restocking Confirmation

Date: [Insert Date]

To: [Supplier Name]

Address: [Supplier Address]

Dear [Supplier Contact Name],

We are writing to confirm our recent agreement regarding the restocking of our inventory. As discussed, we require the following items:

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

We look forward to receiving the items by [Insert Delivery Date]. If you have any further questions, please do not hesitate to reach out.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]