

Inventory Restocking Order

Date: [Insert Date]

To:

[Supplier Name]

[Supplier Address]

[City, State, Zip Code]

Dear [Supplier Name],

As we approach the upcoming season, we would like to place an order for restocking our inventory of seasonal products. Please find below the list of items we wish to order:

Product Name	Product Code	Quantity	Unit Price	Total Price
[Product 1]	[Code 1]	[Quantity 1]	[Price 1]	[Total 1]
[Product 2]	[Code 2]	[Quantity 2]	[Price 2]	[Total 2]

Please confirm the receipt of this order and the expected delivery date. We appreciate your prompt attention to this request as we prepare for the upcoming seasonal sales.

Thank you for your continued partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email]