

Inventory Alert Request

Date: [Insert Date]

To: [Supplier's Name]

[Supplier's Address]

Email: [Supplier's Email]

Dear [Supplier's Name],

We are reaching out to request an update on the inventory levels of the following items:

- Item 1: [Item Description]
- Item 2: [Item Description]
- Item 3: [Item Description]

Due to our upcoming production schedule, it is crucial for us to have accurate inventory levels. We would appreciate your prompt response regarding the availability and estimated delivery times for these items.

Thank you for your attention to this matter. We look forward to your swift reply.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

Email: [Your Email]

Phone: [Your Phone Number]