

Supplier Inventory Reorder Proposal

Date: [Insert Date]

[Supplier Name]

[Supplier Address]

[City, State, Zip Code]

Dear [Supplier Contact Name],

I hope this message finds you well. We are writing to propose a reorder of inventory items based on our current stock levels and anticipated demand.

Proposed Items for Reorder

Item Code	Description	Current Stock	Proposed Quantity
[Item Code 1]	[Description 1]	[Current Stock 1]	[Proposed Quantity 1]
[Item Code 2]	[Description 2]	[Current Stock 2]	[Proposed Quantity 2]

We believe that placing this order will ensure continued smooth operations and meet our customer demands effectively.

Please review our proposal and let us know if you have any questions or require further information. We appreciate your prompt attention to this matter.

Thank you for your continued support.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Phone Number]

[Your Email Address]