

Supplier Stock Availability Report

Date: [Insert Date]

To: [Supplier Name]

From: [Your Company Name]

Subject: Stock Availability Report

Dear [Supplier Name],

We hope this message finds you well. Please find below the current availability of stock for the items we have ordered:

Item Code	Item Description	Quantity Available	Unit Price
[Item Code 1]	[Item Description 1]	[Quantity Available 1]	[Unit Price 1]
[Item Code 2]	[Item Description 2]	[Quantity Available 2]	[Unit Price 2]
[Item Code 3]	[Item Description 3]	[Quantity Available 3]	[Unit Price 3]

If you have any questions or need further assistance, please do not hesitate to contact us.

Thank you for your support.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Contact Information]