

Warehouse Stock Assessment

Date: [Insert Date]

To: [Supplier's Name]

From: [Your Company Name]

Dear [Supplier's Name],

We are conducting a stock assessment of our warehouse to ensure optimal inventory levels and efficiency in our supply chain management. Please provide us with the following information regarding your current stock levels:

- Item Description
- Current Stock Levels
- Lead Time for Reordering
- Any Stock Discrepancies

We appreciate your timely response to this matter as it will help us achieve better collaboration and inventory management. Please send the requested information by [Insert Deadline].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]