

Subject: Discussion Regarding Inventory Shortage

Dear [Supplier's Name],

I hope this message finds you well. I am writing to discuss an ongoing issue we have encountered regarding inventory shortages of [specific product or item]. It has come to our attention that our current stock levels are not meeting our demand due to the delays in deliveries.

We understand that various factors may be contributing to this situation, and we would like to work collaboratively with you to address these challenges. Could we schedule a call or meeting to discuss potential solutions and ensure we can meet customer expectations moving forward?

Your prompt attention to this matter is greatly appreciated, and we look forward to your response.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]