

Supplier Update Request for Product Lifecycle Information

Date: [Insert Date]

To: [Supplier Name]

[Supplier Address]

Attention: [Supplier Contact Person]

Dear [Supplier Contact Person],

We hope this message finds you well. As part of our commitment to maintaining an up-to-date and efficient product lifecycle, we kindly request your assistance in providing us with the latest information regarding the lifecycle status of the products we source from you.

Specifically, we would appreciate details concerning:

- Current availability of products
- Discontinuation plans, if any
- Upcoming product enhancements or versions
- Changes in lead times or pricing
- Any other relevant lifecycle information

Your timely response to this request will help us manage our inventory effectively and ensure continued service excellence to our customers.

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

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]