

Inventory Replenishment Request

Date: [Insert Date]

To: [Supplier's Name]

From: [Your Company Name]

Subject: Inventory Replenishment Request

Dear [Supplier's Name],

I hope this message finds you well. We are writing to request a replenishment of our inventory for the following items:

Item Description	SKU	Quantity
[Item 1 Description]	[Item 1 SKU]	[Item 1 Quantity]
[Item 2 Description]	[Item 2 SKU]	[Item 2 Quantity]

Please confirm the availability of these items and the expected delivery date. We appreciate your prompt attention to this matter.

Thank you for your continued support.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]