

Retail Inventory Update

Dear Team,

As we approach our upcoming sales event, I wanted to provide you with an update on our current retail inventory. Please find the details below:

Current Inventory Status

- Category A: 150 units available
- Category B: 200 units available
- Category C: 100 units available

Expected Restock

We are expecting new stock for Category A and B to arrive by next week, which should enhance our sales potential significantly.

Action Items

1. Ensure all categories are updated in the system by the end of the day.
2. Communicate with the marketing team to finalize promotional materials.
3. Prepare display areas for the new stock upon arrival.

Let's work together to make this sales event a success! Thank you for your hard work and dedication.

Best regards,

[Your Name]

[Your Position]