

Out of Stock Notification Request

Dear [Supplier's Name],

I hope this message finds you well. I am writing to inform you that we have encountered an issue with one of our current stock items.

The following item is currently out of stock:

- Item Name: [Item Name]
- Item Code: [Item Code]
- Quantity: [Quantity]

We would appreciate it if you could provide us with an update on the availability of the above item and expected restock date. This information will help us in managing our inventory and planning future orders.

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

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]