

Low Inventory Warning

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Low Inventory Alert for [Product Name]

Dear [Recipient Name],

I am writing to inform you that the inventory levels for [Product Name] have fallen below the acceptable threshold. As of [Insert Date], we currently have only [Insert Quantity] units left in stock.

To prevent any disruption in supply and to meet customer demand, I recommend placing an order for additional inventory as soon as possible.

Please let me know if you need any assistance in the ordering process or if there are any other products that require attention.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]