

Product Availability Concern

Dear [Supplier/Manufacturer's Name],

I hope this message finds you well. I am writing to express my concern regarding the availability of [Product Name/Description] that our company typically orders from you.

We have recently encountered difficulties in sourcing this product, and it has impacted our operations. Our customers are expecting timely deliveries, and any delays could affect our business relationships.

Could you please provide an update on the current availability of [Product Name]? Additionally, if there are any supply chain issues or alternative solutions, I would appreciate your guidance.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]