

# Stock Depletion Alert

Dear [Recipient's Name],

This is to inform you that we have observed a significant depletion of stock in our inventory for the following items:

- [Item 1 Name] - Current Stock: [Quantity]
- [Item 2 Name] - Current Stock: [Quantity]
- [Item 3 Name] - Current Stock: [Quantity]

To ensure business continuity, we recommend taking immediate action to replenish these items. Please let us know how you would like to proceed.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]