

Low Stock Advisory

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you that the stock level of [Product Name] is currently low. As of [Date], we have [Quantity] units remaining.

To avoid any disruptions in supply, we recommend placing a reorder at your earliest convenience. Our team is available to assist you with the purchasing process.

Please do not hesitate to reach out if you have any questions or need further assistance.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]