

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to inquire about the availability of [Product Name], as I am very interested in purchasing it. I have noticed that it has been out of stock for some time and would appreciate any update regarding its availability.

If possible, could you please provide information on when this product might be back in stock? Additionally, if there are any alternative products that you would recommend in the meantime, I would welcome your suggestions.

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

Sincerely,

[Your Name]