Stock Depletion Notification

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Position]

[Company Name]

[Company Address]

Dear [Recipient's Name],

We would like to inform you that our inventory of [Product Name] has reached a critical level. As of [Insert Date], we have less than [insert quantity] units remaining.

We recommend placing a new order to replenish stock to avoid any disruptions in supply. Please let us know how you would like to proceed.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]