

Goods Stock Status Confirmation

Date: [Insert Date]

To: [Recipient's Name]

Company: [Recipient's Company Name]

Address: [Recipient's Address]

Dear [Recipient's Name],

We would like to confirm the current status of the stock for the following goods:

Item Description	Item Code	Quantity Available	Location
[Item Description 1]	[Item Code 1]	[Quantity 1]	[Location 1]
[Item Description 2]	[Item Code 2]	[Quantity 2]	[Location 2]

If you have any questions or need further information, please do not hesitate to contact us.

Thank you for your attention.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]