

Inventory Availability Acknowledgment

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Company Name]

[Recipient's Address]

Dear [Recipient's Name],

We are writing to acknowledge the availability of the following items in our inventory as per your request:

- Item 1: [Description of Item 1] - Quantity: [Quantity]
- Item 2: [Description of Item 2] - Quantity: [Quantity]
- Item 3: [Description of Item 3] - Quantity: [Quantity]

Please let us know if you would like to proceed with the order or if you have any further questions.

Thank you for your continued business.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]