

Product Stock Status Verification

Date: [Insert Date]

To: [Recipient's Name]

[Company Name]

[Company Address]

Email: [Recipient's Email]

Phone: [Recipient's Phone Number]

Dear [Recipient's Name],

We are writing to verify the current stock status of the following product:

Product Name	Product Code	Quantity Available
[Product Name]	[Product Code]	[Quantity]

We kindly ask you to confirm the availability of this product at your earliest convenience. If the stock is low or unavailable, please provide us with an estimated restock date.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

Email: [Your Email]

Phone: [Your Phone Number]