

Stock Availability Confirmation

Date: [Insert Date]

To: [Recipient's Name]

Company: [Recipient's Company]

Address: [Recipient's Address]

Dear [Recipient's Name],

We are pleased to confirm the availability of the following items as per your recent inquiry:

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

If you would like to place an order or require further information, please do not hesitate to contact us.

Thank you for your continued partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]