

Inquiry for Sourcing Availability

Dear [Supplier's Name],

I hope this message finds you well. I am writing to inquire about the availability of [specific product or service] that we are considering sourcing for our upcoming project.

Could you please provide the following information:

- Current stock levels
- Lead time for delivery
- Pricing details
- Minimum order quantities

Our project timeline is [insert project timeline], and we are eager to move forward as soon as possible. Your prompt response would be greatly appreciated.

Thank you for your assistance.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]