

Inventory Status Request

Dear [Supplier's Name],

I hope this message finds you well. We are writing to request an update on the current inventory status of the items we have on order.

Specifically, we would like to know:

- Current stock levels for item [Item Number/Name]
- Estimated delivery dates for pending orders
- Any potential delays or issues we should be aware of

We appreciate your attention to this matter and look forward to your prompt response.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Contact Information]