

Supplier Stock Availability Request

Date: [Insert Date]

To: [Supplier's Name]

[Supplier's Company Name]

[Supplier's Address]

Dear [Supplier's Name],

I hope this message finds you well. We are in the process of planning our inventory needs for the upcoming period and would like to request the availability of stock for the following items:

- Item Code: [Item Code 1] - [Item Description 1]
- Item Code: [Item Code 2] - [Item Description 2]
- Item Code: [Item Code 3] - [Item Description 3]

If you could provide us with your stock availability and estimated delivery times for these items, we would greatly appreciate it. Also, please let us know if there are any minimum order quantities or lead times we should be aware of.

Thank you for your assistance. Looking forward to your prompt reply.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]