

Vendor Inventory Levels Request

Date: [Insert Date]

To: [Vendor Name]

Address: [Vendor Address]

Dear [Vendor Contact Name],

I hope this message finds you well. We are currently in the process of reviewing our inventory levels and would greatly appreciate your assistance in providing us with the current inventory levels for the following items:

- [Item 1 Description and SKU]
- [Item 2 Description and SKU]
- [Item 3 Description and SKU]

Having this information will help us make informed decisions and ensure that we can meet customer demand effectively.

We would appreciate it if you could provide this information by [Insert Deadline Date]. Thank you for your prompt attention to this matter.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]