

Product Availability Inquiry

Dear [Vendor's Name],

I hope this message finds you well. I am writing to inquire about the availability of [Product Name] for our upcoming needs at [Your Company Name].

Could you please provide me with the following information:

- Current stock levels of [Product Name]
- Lead time for delivery
- Pricing details

If possible, I would appreciate a response by [specific date] to ensure we can plan accordingly.

Thank you for your assistance, and I look forward to your prompt reply.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]