

Request for Product Supply Confirmation

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[Your Email Address]

[Your Phone Number]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company Name]

[Recipient's Company Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request confirmation of the product supply we discussed during our recent communication. We are eager to place our order for [specific product(s)] and would appreciate your confirmation on the availability and expected delivery timeline.

Could you please provide us with the following information at your earliest convenience?

- Availability of the products
- Pricing details
- Estimated delivery date

Your prompt response will help us in planning our upcoming projects efficiently. Thank you for your attention to this matter.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]