

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request the current stock status of the following items:

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

We are currently reviewing our inventory and would appreciate your prompt feedback regarding the availability of these items. Please let me know if you need any further information from my side.

Thank you for your assistance.

Sincerely,

[Your Name]