

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Supplier Name]

[Supplier Address]

[City, State, Zip Code]

Dear [Supplier Contact Name],

I hope this message finds you well. We are currently reviewing our inventory levels and would like to inquire about the replenishment of the following items:

Item Code	Description	Quantity Needed	Expected Delivery Date
[Item Code 1]	[Description 1]	[Quantity 1]	[Delivery Date 1]
[Item Code 2]	[Description 2]	[Quantity 2]	[Delivery Date 2]

We would appreciate it if you could confirm the availability of these items and provide us with an estimated delivery timeline. Your prompt response will help us maintain our operations without interruptions.

Thank you for your attention to this matter. We look forward to your swift reply.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]