

Request for Inventory Update

Dear [Supplier's Name],

I hope this message finds you well. We are reaching out to request an update on the current inventory levels of the products we supply from your company. As we are planning our upcoming orders, having the most accurate inventory information is essential.

Specifically, we would appreciate it if you could provide us with the following details:

- Current stock levels for all products
- Expected restock dates for low inventory items
- Any upcoming changes to product availability

Thank you for your attention to this matter. We look forward to your prompt response.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]