

# Supplier Stock Level Inquiry

Date: [Insert Date]

To: [Supplier's Name]

[Supplier's Address]

Dear [Supplier's Contact Name],

I hope this message finds you well. We are reaching out to inquire about the current stock levels of the following products:

- [Product Name 1] - [SKU/Item Code]
- [Product Name 2] - [SKU/Item Code]
- [Product Name 3] - [SKU/Item Code]

As we are planning our upcoming orders, it is essential for us to understand your current inventory availability. Please provide us with the stock levels and any expected delivery timelines, if applicable.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]