

# Letter of Concern

Date: [Insert Date]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Recipient Name]

[Recipient Title]

[Recipient Company Name]

[Recipient Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. We are writing to express our concern regarding several items that have been unavailable in our inventory over the last few weeks. As you are aware, these items are crucial for our operations and fulfilling customer demand.

We would appreciate your prompt attention to this matter and any updates you can provide regarding the expected availability of these items. Timely replenishment is essential for maintaining our service standards and customer satisfaction.

Thank you for your cooperation. We look forward to your prompt response.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]