

Classroom Supplies Inventory Update

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Classroom Supplies Inventory Update

Dear [Recipient's Name],

I hope this message finds you well. I am writing to provide an update on the inventory of classroom supplies as of [Insert Date].

Current Inventory Status

- Pencils: [Quantity]
- Notebooks: [Quantity]
- Markers: [Quantity]
- Highlighters: [Quantity]
- Glue Sticks: [Quantity]

Items Needing Restocking

- Paper: [Quantity]
- Scissors: [Quantity]
- crayons: [Quantity]

Please let me know if you need any additional information or if there are any concerns regarding the supplies.

Thank you for your attention to this matter.

Sincerely,
[Your Name]
[Your Position]