

# Inventory Status Notification

Dear [Recipient's Name],

We would like to inform you about the current status of your inventory as of [Date]. Below are the details:

## Inventory Overview

Item Name	Item Code	Quantity Available	Reorder Level
[Item 1]	[Code 1]	[Quantity 1]	[Reorder Level 1]
[Item 2]	[Code 2]	[Quantity 2]	[Reorder Level 2]

Please note that the following items are below the reorder level:

- [Item Name 1] - [Quantity Available]
- [Item Name 2] - [Quantity Available]

If you have any questions or require further assistance, please do not hesitate to contact us.

Thank you for your attention.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Contact Information]