

# Stock Replenishment Schedule

Date: [Insert Date]

To: [Supplier Name]

From: [Your Company Name]

Subject: Stock Replenishment Schedule

Dear [Supplier Name],

We hope this message finds you well. We are writing to inform you of our upcoming stock replenishment schedule. In order to maintain optimal inventory levels, we have outlined below the items that need to be replenished along with their quantities and anticipated delivery dates.

Item Name	SKU	Quantity	Requested Delivery Date
[Item 1]	[SKU 1]	[Quantity 1]	[Delivery Date 1]
[Item 2]	[SKU 2]	[Quantity 2]	[Delivery Date 2]

Please confirm the receipt of this schedule and let us know if you have any questions or require further information.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]