

Limited Quantity Reminder

Date: [Insert Date]

[Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

We hope this message finds you well. We would like to remind you that the following items are available in limited quantities:

- [Product/Item Name 1] - [Available Quantity]
- [Product/Item Name 2] - [Available Quantity]
- [Product/Item Name 3] - [Available Quantity]

We encourage you to place your order soon to avoid missing out on these items. Once they are sold out, we cannot guarantee their availability in the future.

Thank you for your attention to this matter. Please feel free to reach out if you have any questions or need assistance with your order.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]