

Urgent Restocking Notice

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Urgent Restocking Needed

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inform you that we are running critically low on the following items:

- [Item 1]
- [Item 2]
- [Item 3]

Given the current demand, it is essential that we restock these items as soon as possible to avoid any disruption in our operations. Please prioritize this request and let me know the estimated time of arrival for the new stock.

Thank you for your immediate attention to this matter. I look forward to your prompt response.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]