

[Your Name]
[Your Position]
[Your Company]
[Your Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Supplier's Name]
[Supplier's Position]
[Supplier's Company]
[Supplier's Company Address]
[City, State, Zip Code]

Dear [Supplier's Name],

I hope this message finds you well.

I am writing to inquire about the current inventory status of our recent orders placed with [Supplier's Company]. Specifically, we would like to check the availability of the following products:

1. [Product Name 1] - [Quantity]
2. [Product Name 2] - [Quantity]
3. [Product Name 3] - [Quantity]

Please provide us with the current stock levels and estimated lead times for any items that may be out of stock. This information is crucial for us to plan our inventory and fulfill our customer orders efficiently. Additionally, if there are any new products or changes to pricing, please let us know.

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

Best regards,

[Your Name]
[Your Position]
[Your Company]