

[Your Company Letterhead]

[Date]

[Supplier's Name]

[Supplier's Company Name]

[Supplier's Address]

[City, State, Zip Code]

Dear [Supplier's Name],

I hope this message finds you well.

We are writing to discuss our ongoing order of tzatziki sauce. As we approach the upcoming [mention specific time period, e.g., summer season], we would like to review our current stock levels and any adjustments that may be required to meet our demand.

Please provide us with the latest product availability, pricing, and any promotions you may have. Additionally, if there are any changes in the formulation or packaging, kindly inform us so that we can update our inventory and marketing strategies accordingly.

We appreciate your continued partnership and look forward to your prompt response.

Thank you for your attention to this matter.

Best regards,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Contact Information]

[Your Email Address]