

Sample Inquiry Letter for Product Availability

Subject: Inquiry about Product Availability â€™ [Product Name/Code]

Dear [Supplier's Name],

I hope this message finds you well.

I am writing to inquire about the availability of [**Product Name/Code**]. Could you please provide the following information:

- Current stock availability
- Product specifications (size, model, features, etc.)
- Pricing for different order quantities
- Estimated delivery timelines
- Any minimum order requirements

We intend to place an order upon confirmation of product details and availability.

Thank you for your prompt response.

Best regards,
[Your Name]
[Your Company/Organization]
[Your Contact Information]

Supplier's Response Format

Subject: Re: Inquiry about Product Availability â€™ [Product Name/Code]

Dear [Customer's Name],

Thank you for your inquiry regarding [**Product Name/Code**].

Please find the requested information below:

- **Availability:** [In stock/Out of stock/Available quantity]
- **Specifications:** [Detailed product specs]
- **Pricing:** [Price per unit & pricing for bulk orders]
- **Delivery Timeline:** [Estimated delivery period]
- **Order Conditions:** [Minimum order quantity, payment terms, etc.]

Please let us know if you require any further information or would like to proceed with your order.

We look forward to your response.

Best regards,
[Supplier's Name]
[Supplier's Company]
[Supplier's Contact Information]