

Inquiry Letter Format for Product Availability and Lead Time

Below is a sample template for a formal inquiry letter requesting information about product availability and lead time:

Your Company Name

Your Company Address
City, State ZIP Code
Phone: (XXX) XXX-XXXX
Email: your.email@company.com
Date: [Insert Date]

Supplier Name

Supplier Company Name
Supplier Address
City, State ZIP Code

Subject: Inquiry Regarding Product Availability and Lead Time

Dear [Supplier Name],

I am writing to inquire about the availability and lead time for the following product(s):

Product Name/Code	Specifications	Quantity Required	Desired Delivery Date
[Product 1 Name/Code]	[Product 1 Specifications]	[Quantity]	[Delivery Date]
[Product 2 Name/Code]	[Product 2 Specifications]	[Quantity]	[Delivery Date]

Kindly provide the following information for each product listed above:

- Current stock availability
- Estimated lead time for delivery
- Pricing and payment terms
- Shipping options
- Any other relevant details

Your prompt response will be highly appreciated, as it will assist us in planning our procurement and meeting our project timelines.

Thank you for your cooperation.

Sincerely,
[Your Name]
[Your Position]
[Your Company Name]

This template can be customized according to your business needs and the specific products you are inquiring about.