

Business Inquiry Letter Template for Product Availability Confirmation

Date: [Insert Date]

To:

[Supplier/Manufacturer Name]

[Company Name]

[Address]

[City, State, ZIP Code]

Dear [Recipient Name],

I am writing on behalf of [Your Company Name] to inquire about the availability of the following product(s):

- Product Name/Model: [Insert Product Name/Model]
- Quantity Required: [Insert Quantity]
- Specification/Description: [Insert details, if any]

Kindly confirm the current availability of the above-mentioned product(s). We would also appreciate it if you could provide us with the following details:

- Current stock status and lead time for delivery
- Latest price list or quotation
- Minimum order quantity (if applicable)
- Available payment terms and shipping options

We look forward to your prompt response so that we can proceed with our procurement planning and potential order placement.

Thank you very much for your assistance. Please feel free to contact me if you require any further information.

Sincerely,

[Your Name]

[Your Position/Title]

[Your Company Name]

[Your Phone Number]

[Your Email Address]