

[Your Name]
[Your Position/Title]
[Your Company Name]
[Company Address Line 1]
[Company Address Line 2]
[Email Address] | [Phone Number]

[Date]

[Recipient's Name]
[Recipient's Position/Title]
[Supplier/Manufacturer Company Name]
[Company Address Line 1]
[Company Address Line 2]

Subject: Inquiry Regarding Availability of [Product Name(s) or Reference Number(s)]

Dear [Recipient's Name],

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

- **Product Name/Description:** [Specify Product 1]
- **Product Code/Reference:** [Code/Reference]
- **Quantity Required:** [Desired Quantity]
- **Preferred Delivery Timeline:** [Specify Date or Timeframe]

Kindly confirm whether these products are currently available or provide information regarding their estimated restocking date. Additionally, please include current pricing, minimum order quantities, payment terms, and estimated delivery schedules.

Should you require further details to process this inquiry, please do not hesitate to contact me at your earliest convenience.

Thank you for your prompt attention. I look forward to your response.

Sincerely,

[Your Name]
[Your Position/Title]
[Your Company Name]