

Formal Inquiry Letter Sample for Checking Product Availability

[Your Name]
[Your Position/Title]
[Your Company/Organization Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Position/Title]
[Supplier/Manufacturer Name]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally inquire about the availability of the following product(s) from your esteemed company:

- **Product Name/Description:** [Insert product name/description]
- **Product Code/Model:** [Insert product code/model]
- **Required Quantity:** [Insert desired quantity]
- **Preferred Delivery Timeline:** [Insert delivery time]

Kindly confirm whether these items are currently in stock and provide information regarding pricing, minimum order quantity (if applicable), and expected delivery schedule. If the products are not available, please advise on the estimated restocking date or suggest suitable alternatives.

We appreciate your prompt response to facilitate the planning of our procurement and inventory requirements. Should you require any additional information, please feel free to contact me at your earliest convenience.

Thank you for your attention to this matter.

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