

Subject: Inquiry Regarding Product Stock Availability and Delivery Schedule

Dear [Recipient's Name],

I hope this email finds you well. I am writing to inquire about the availability of the following products: **[List specific products or SKUs]**. Could you please provide information on your current stock levels for these items?

Additionally, I would appreciate details regarding the expected delivery schedule for new stock or backordered items. If possible, please include estimated lead times for shipment and delivery to our location at **[Your Address/Location]**.

Having up-to-date information on inventory and delivery timelines will greatly assist us in planning our orders and coordinating our supply chain effectively.

Thank you very much for your assistance. I look forward to your prompt response.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Contact Information]