

Date: [Insert Date]

[Supplier/Manufacturer Name]
[Company Name]
[Address Line 1]
[Address Line 2]
[City, State, ZIP Code]
[Country]

Dear [Supplier/Manufacturer Contact Person],

I hope this message finds you well. 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]
- **Required Quantity:** [Insert Quantity]
- **Preferred Delivery Date:** [Insert Date]

We would appreciate it if you could provide us with the following information:

- Current stock availability of the specified product(s)
- Unit pricing, including bulk order discounts if available
- Estimated delivery schedule and shipping terms
- Any relevant product specifications or catalogs

Additionally, if this product is currently out of stock, we kindly request that you provide us with the expected restock date and advise if advance orders or reservations can be arranged.

We look forward to your prompt response so we can proceed with our procurement planning. If you require any further details, please do not hesitate to contact me directly at [Your Email Address] or [Your Phone Number].

Thank you for your attention and cooperation.

Sincerely,

[Your Name]
[Your Position/Title]
[Your Company Name]
[Your Email Address]
[Your Phone Number]