

Supply Chain Communication

Subject: Current Stock Levels - Purchase Planning Discussion

Dear [Vendor Name],

I hope this message finds you well. As we approach the end of the quarter, I wanted to share our current stock position to facilitate our upcoming purchase planning meeting.

Current Inventory Status:

High Priority Items (Immediate reorder needed):

â€¢ [Product A]: [Current qty] - [Days of stock remaining]

â€¢ [Product B]: [Current qty] - [Days of stock remaining]

Medium Priority Items (Reorder within 2 weeks):

â€¢ [Product C]: [Current qty] - [Days of stock remaining]

â€¢ [Product D]: [Current qty] - [Days of stock remaining]

Adequate Stock Items:

â€¢ [Product E]: [Current qty] - [Days of stock remaining]

Based on our consumption patterns and upcoming seasonal demands, we anticipate requiring approximately [Quantity] units of [Primary products] over the next quarter.

Could we schedule a meeting next week to discuss:

- Volume discounts for bulk orders
- Delivery schedules
- New product introductions
- Payment terms for increased order volumes

Please let me know your availability. Looking forward to strengthening our partnership.

Best regards,

[Your Name]

[Procurement Manager]

[Company Name]

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