

Date: [Insert Date]

Subject: URGENT: Low Stock Alert for [Product Name]

Dear [Recipient Name],

We are writing to inform you that our inventory for **[Product Name/SKU]** has reached a critical level. Due to [unexpected high demand / supply chain delays], we currently have fewer than [Number] units remaining in stock.

To avoid a total stockout and potential disruptions to your operations, we recommend taking the following actions immediately:

- **Review your current stock:** Assess your upcoming requirements for the next [Number] weeks.
- **Place a priority order:** Submit your purchase order by [Time/Date] to secure remaining units.
- **Confirm lead times:** Our next restock is not expected until [Date], which may result in a fulfillment gap.

Orders will be processed on a first-come, first-served basis. We cannot guarantee availability for orders placed after [Date].

Please contact your account manager at [Phone Number] or reply directly to this email to secure your inventory.

Best regards,

[Your Name]

[Your Title]

[Company Name]