Date:

Dear Brown,

My name’s Black and I have been working at Tesco for about 15-months now as a full-time employee. Because of the latest surge in Covid-19, we are witnessing an influx of people flowing into our store to purchase almost all kinds of items in large quantities. However, we have made relatively bigger sales on Junk Food items, the Skincare section, and toilet rolls. Although we usually have items stores in the warehouse for this franchise, the customer flow has been quite unprecedented and unexpected in this latest peak that it turned out very hard to manage and supply according to the demand.

As of now, we are left with only three days’ supply for the above-mentioned sections. It is, therefore, requested to you kindly arrange the most wanted items urgently before we see another influx.

I have listed all the important goods required on an urgent basis and attached them to this letter on a separate page. Please do not forget to send a full audited report of the items because in case of a need we may have to check the related information.

It would be great if you could dispatch these items within 1-2 days maximum as this will buy us little time to organize them according to our schedule. Just to let you know, keeping the unpredictable circumstances before us we may request some further orders on an urgent basis.

It is requested to you keep the warehouse full of all the items we sell at Tesco. We can lose potential and regular customers otherwise and the store’s reputation will also be compromised.  I hope we will not witness any delay or negligence.

I am closing this letter with the hope that you will understand the nature of this emergency and act accordingly.

Best wishes,

Black