

Professional Stock Confirmation Template

Subject: Closing Stock Confirmation as of [Date]

Dear [Recipient Name],

I am writing to formally confirm the closing stock position of our inventory as of [Date]. This confirmation serves as an official record for accounting and audit purposes.

Please find below the detailed stock confirmation:

Product/Item: [Product Name]

Stock Quantity: [Number] units

Unit Value: [Amount]

Total Value: [Total Amount]

Location: [Warehouse/Store Location]

The above figures have been verified through physical count and cross-checked with our inventory management system. All items are in good condition and properly stored according to standard protocols.

This confirmation is issued in compliance with our internal audit requirements and serves as documentation for period-end reconciliation. Please retain this letter for your records.

Should you require any additional information or clarification regarding this stock confirmation, please feel free to contact me at [Contact Information].

Thank you for your attention to this matter.

Yours sincerely,

[Your Name]

[Your Title]

[Company Name]

[Date]

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