

Business Partnership Stock Update

Subject: Monthly Closing Stock Update - [Month Year]

Hello [Partner Name],

Hope this email finds you well! I wanted to share our monthly closing stock figures with you as discussed in our partnership agreement.

Here's the snapshot for [Month]:

Current Stock Levels:

â€¢ [Product A]: [Quantity] units

â€¢ [Product B]: [Quantity] units

â€¢ [Product C]: [Quantity] units

Fast-moving items: [List items]

Slow-moving items: [List items]

Items requiring reorder: [List items]

Based on these numbers, I recommend we adjust our next quarter's procurement strategy. The seasonal demand has been higher than expected, and we might want to increase our safety stock levels.

Let's schedule a call this week to discuss the implications for our joint venture. I'm available [Days/Times].

Looking forward to hearing your thoughts!

Best regards,

[Your Name]

[Your Position]

[Contact Details]

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