

Inventory Confirmation Letter

Dear [Recipient Name],

This [letter/email] is to confirm the completion of the inventory control process which was performed on [some date] in [branch or location].

We are going to issue purchase orders for all items below the reorder threshold as defined in the system.

The control process has shown some discrepancy between the actual inventory and values projected in the system. As a result, inventory investigation has been initiated as well as stock correction.

Enclosed with [letter/email] is a report detailing the results of this exercise.

Regards

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