

Inventory Confirmation Letter

Dear [Recipient Name],

This [letter/email] is to inform you that we will be performing inventory taking on [some date] in [branch or location]. The inventory taking process will last for [7 hours] during which orders might be a little delayed or halted.

Upon the completion of the process, we are going to calculate the discrepancy between the actual stock and values projected in the system. Should you have any questions regarding this exercise, please don't hesitate to contact me.

Regards

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