

Inventory Or Stock Confirmation Letter

Subject: Inventory/Stock Confirmation Letter

Dear [Supplier's Name],

I hope this letter finds you in good health and high spirits. I am writing to request your assistance in confirming the inventory or stock levels for the items we have purchased from your esteemed company.

As a valued supplier, we highly appreciate your commitment to providing us with quality products on time. To ensure the accuracy of our records and maintain effective inventory management, it is essential for us to periodically reconcile our inventory levels with the information provided by our suppliers.

Therefore, we kindly request you to provide us with the current inventory or stock levels of the following items:

1. [Item 1]: Quantity on hand:
2. [Item 2]: Quantity on hand:
3. [Item 3]: Quantity on hand:

...

Please include any variations in packaging sizes or specifications for each item, as it will help us better assess our inventory status. Additionally, if there are any constraints or delays in fulfilling our future orders, kindly inform us so that we can make necessary adjustments to our procurement plans.

We would appreciate receiving this information within [specify a reasonable timeframe, e.g., ten business days] from the date of this letter. You can send the confirmation to our email address [your email address] or fax it to [your fax number].

Thank you for your prompt attention to this matter. We value our business relationship and look forward to your continued support in maintaining optimal inventory levels.

Should you have any questions or require further clarification, please do not hesitate to contact me

directly at [your phone number] or via email.

Thank you once again for your cooperation.

Yours sincerely,

[Your Name]

[Your Position]

[Your Company Name]

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