## **Professional Inventory Confirmation Letter**

Dear [Supplier Name],

We are writing to confirm the receipt and verification of the recent shipment of inventory received on [Date].

All items listed in the delivery note have been inspected, and quantities have been cross-checked against the purchase order.

Please acknowledge this confirmation and provide any additional documentation if required.

Sincerely,

[Your Name]

[Position]

[Company Name]

## Get more templates here:

https://www.lettersandtemplates.com/letters/inventory-or-stock-confirmation-letter