

# Raw Material Tracking Report

Date: [Insert Date]

To: [Recipient Name]

Company: [Recipient Company]

## Report Summary

This report outlines the tracking of raw materials used in our production process for the month of [Insert Month].

## Raw Material Details

Raw Material	Quantity Ordered	Quantity Received	Quantity Used	Quantity in Stock
[Material Name 1]	[Quantity Ordered]	[Quantity Received]	[Quantity Used]	[Quantity in Stock]
[Material Name 2]	[Quantity Ordered]	[Quantity Received]	[Quantity Used]	[Quantity in Stock]

## Notes

[Insert any additional notes or comments regarding the raw materials and their tracking.]

Best regards,

[Your Name]

[Your Position]

[Your Company]