

# Inventory Shipment Balance Verification

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to request verification of the inventory shipment balance as of [Insert Date]. According to our records, the following items were shipped:

Item Code	Description	Quantity Shipped	Date Shipped
[Item Code 1]	[Description 1]	[Quantity 1]	[Date 1]
[Item Code 2]	[Description 2]	[Quantity 2]	[Date 2]

Please verify the above quantities and confirm if they align with your records. If there are discrepancies, kindly provide the necessary details for correction.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]