

Shipping Inventory Adjustments Request

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Recipient Name]

[Recipient Position]

[Recipient Company Name]

[Recipient Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to request an adjustment in our shipping inventory records related to [specific reference or shipment details]. Upon reviewing our current inventory, we have identified discrepancies that need to be addressed to ensure accuracy in our records.

Details of the discrepancy:

- Item Name: [Insert Item Name]
- Quantity Discrepancy: [Insert Discrepancy Amount]
- Reason for Adjustment: [Insert Reason]
- Date of Shipment: [Insert Shipment Date]

We kindly ask you to review this matter and make the necessary adjustments to our shipping inventory. Please confirm once the adjustments have been made or if any further information is required.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]