

Shipping Inventory Reconciliation Procedure

Date: [Insert Date]

To: [Insert Recipient Name]

From: [Insert Your Name]

Subject: Shipping Inventory Reconciliation Procedure

Dear [Recipient Name],

I hope this message finds you well. This letter serves as a formal procedure for the reconciliation of our shipping inventory. This process is critical to ensure the accuracy of our inventory records and to minimize discrepancies.

Procedure Overview

1. **Collect Shipping Documents:** Gather all relevant shipping documents including packing slips, invoices, and delivery confirmations.
2. **Inventory Count:** Conduct a physical count of the inventory on hand.
3. **Data Entry:** Enter the collected data into the inventory management system.
4. **Reconciliation Process:** Compare the physical count against the inventory records to identify discrepancies.
5. **Investigation:** Investigate any discrepancies by reviewing shipping documents and transaction logs.
6. **Update Records:** Adjust inventory records accordingly based on the findings.
7. **Reporting:** Prepare a reconciliation report summarizing the findings and adjustments made.

Please make sure to adhere to this procedure thoroughly to ensure proper reconciliation of our shipping inventory. If you have any questions or require further clarification, feel free to reach out to me directly.

Thank you for your attention to this important matter.

Best regards,

[Your Name]

[Your Position]

[Your Company]