

Shipping Inventory Reconciliation Summary

Date: [Insert date]

To: [Recipient Name]

[Recipient Position]

[Company Name]

[Company Address]

Dear [Recipient Name],

We are writing to provide you with a summary of the shipping inventory reconciliation for the period of [Insert time period]. Below is the detailed analysis of the inventory shipped versus the inventory received.

Inventory Summary

Item Description	Quantity Shipped	Quantity Received	Difference
[Item 1]	[Quantity Shipped 1]	[Quantity Received 1]	[Difference 1]
[Item 2]	[Quantity Shipped 2]	[Quantity Received 2]	[Difference 2]

Total Quantity Shipped: [Total Shipped]

Total Quantity Received: [Total Received]

Total Difference: [Total Difference]

Conclusion

Please review the information provided and let us know if you have any questions or require further details. We appreciate your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]