

Inventory Adjustment Notification

Date: [Insert Date]

To: [Franchisee Name]

Address: [Franchisee Address]

Dear [Franchisee Name],

We are reaching out to inform you of recent adjustments made to your inventory levels within our supply chain management system. After our latest review, it has come to our attention that some discrepancies were found that require immediate action.

Details of Adjustment:

- **Item Name:** [Item 1]
- **Previous Quantity:** [Previous Quantity]
- **Adjusted Quantity:** [Adjusted Quantity]
- **Reason for Adjustment:** [Reason]

Please ensure that these adjustments are reflected in your next inventory count and that appropriate measures are taken in light of these changes. If you have any questions or need further clarification, feel free to reach out to our support team.

Thank you for your attention to this matter. We appreciate your cooperation and continued partnership.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]