

Supplier Inventory Count Confirmation

Date: [Insert Date]

[Supplier's Name]

[Supplier's Address]

[City, State, Zip Code]

Dear [Supplier's Contact Name],

We would like to confirm the inventory count scheduled for [insert date of inventory count]. This count is essential to ensure the accuracy of our records and to maintain a good relationship between our companies.

Please confirm the following details:

- Inventory Count Date: [insert date]
- Location: [insert location]
- Time: [insert time]

We appreciate your cooperation and support in this matter. Please respond by [insert deadline for confirmation].

Thank you.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]