

Stock Level Adjustment Notification

Date: [Insert Date]

To:

[Supplier's Name]

[Supplier's Address]

Dear [Supplier's Name],

We are writing to inform you of an adjustment required on our current stock levels for the following items:

Item Code	Item Description	Current Stock Level	Adjusted Stock Level
[Item Code 1]	[Item Description 1]	[Current Stock Level 1]	[Adjusted Stock Level 1]
[Item Code 2]	[Item Description 2]	[Current Stock Level 2]	[Adjusted Stock Level 2]

We kindly ask that you update the stock levels in your system accordingly. If you have any questions or require further clarification, please do not hesitate to contact us.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]