

Stock Adjustment Notification

Date: [Insert Date]

To: [Recipient's Name]

Company: [Recipient's Company Name]

Address: [Recipient's Address]

Dear [Recipient's Name],

We are writing to inform you that there has been a recent adjustment to our stock levels related to your delivery service account. The following items have been adjusted:

- Item: [Insert Item Name] - Adjusted Quantity: [Insert Quantity]
- Item: [Insert Item Name] - Adjusted Quantity: [Insert Quantity]
- Item: [Insert Item Name] - Adjusted Quantity: [Insert Quantity]

We apologize for any inconvenience this may cause and are committed to ensuring that your service levels remain unaffected. If you have any questions or require further clarification, please do not hesitate to contact us at [Your Contact Information].

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]