

Inventory Adjustment Notification

Date: [Insert Date]

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you of adjustments made to our inventory records following a recent inventory audit conducted on [Insert Audit Date]. The audit revealed discrepancies that necessitated updates to our inventory levels.

The following adjustments have been made:

- Item: [Item Name] - Previous Quantity: [Previous Quantity], Adjusted Quantity: [Adjusted Quantity]
- Item: [Item Name] - Previous Quantity: [Previous Quantity], Adjusted Quantity: [Adjusted Quantity]
- Item: [Item Name] - Previous Quantity: [Previous Quantity], Adjusted Quantity: [Adjusted Quantity]

We apologize for any inconvenience this may cause and appreciate your understanding as we strive for accuracy in our inventory management processes.

If you have any questions or require further clarification, please do not hesitate to reach out.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]