

Inventory Adjustment Announcement

Date: [Insert Date]

To: [Insert Recipient/Department Name]

Dear [Insert Recipient Name],

We are writing to inform you of an important update concerning our inventory records. As part of our regular inventory management process, we have conducted a thorough review and identified certain items that require adjustments due to unforeseen circumstances. These adjustments will involve write-offs to ensure our inventory accurately reflects our current assets.

The following items have been selected for write-off:

- Item Name 1 - Quantity: [Insert Quantity] - Reason: [Insert Reason]
- Item Name 2 - Quantity: [Insert Quantity] - Reason: [Insert Reason]
- Item Name 3 - Quantity: [Insert Quantity] - Reason: [Insert Reason]

Please review the items listed and acknowledge this adjustment by [Insert Acknowledgment Deadline]. This write-off is essential for maintaining the integrity and accuracy of our inventory records.

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

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]