

# Inventory Adjustment Notification

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Inventory Adjustment for Excess Stock

Dear [Recipient Name],

I hope this message finds you well. I am writing to inform you about a recent inventory adjustment that has been initiated due to an excess stock situation in our warehouse. After a thorough review of our current inventory levels, we have identified an overstock of the following items:

- Item Code: [Insert Code] - Description: [Insert Description] - Quantity: [Insert Quantity]
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To effectively manage our inventory and minimize holding costs, we will be implementing the following actions:

1. Reviewing potential promotional campaigns for the overstock items.
2. Considering discounts for bulk purchases to reduce excess inventory.
3. Evaluating possible returns to suppliers where applicable.

Please let us know if you have any suggestions or require further details regarding the excess stock. We appreciate your understanding and support in managing our inventory effectively.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]