

# Inventory Adjustment Notification

Date: [Insert Date]

To: [Recipient Name]

From: [Your Company Name]

Subject: Inventory Adjustment Information for System Integration

Dear [Recipient Name],

We have conducted an inventory review and would like to inform you of some adjustments that will be integrated into our system. Please find the details below:

## Inventory Adjustments

Item Code	Description	Previous Quantity	Adjusted Quantity	Reason for Adjustment
[Item Code 1]	[Description 1]	[Previous Quantity 1]	[Adjusted Quantity 1]	[Reason 1]
[Item Code 2]	[Description 2]	[Previous Quantity 2]	[Adjusted Quantity 2]	[Reason 2]

These changes will be reflected in our inventory system by [Insert Effective Date]. We appreciate your understanding and cooperation as we make these updates.

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 Job Title]

[Your Company Name]

[Your Contact Information]