

Inventory Adjustment Notice

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name/Company Name]

Subject: Inventory Adjustment Notice for Stock Discrepancies

Dear [Recipient's Name],

We would like to inform you of an inventory adjustment that has been made due to discrepancies found during our recent stock audit. Below are the details of the adjustments:

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

Please review the adjustments and let us know if you have any questions or require further information.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]