

# Inventory Adjustment Notification

Date: [Insert Date]

To: [Recipient Name]

[Company Name]

[Company Address]

Dear [Recipient Name],

We are writing to inform you about an inventory adjustment regarding certain damaged goods that were identified during our recent stock audit. Below are the details:

## Details of Damaged Goods:

- Item Name: [Item Name 1]
- Item ID: [Item ID 1]
- Quantity: [Quantity 1]
- Reason for Damage: [Reason 1]
  
- Item Name: [Item Name 2]
- Item ID: [Item ID 2]
- Quantity: [Quantity 2]
- Reason for Damage: [Reason 2]

As a result of this adjustment, the affected items will be removed from our inventory records. We will ensure that proper measures are taken to prevent similar occurrences in the future.

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

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]