

Inventory Adjustment Report

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Inventory Adjustment Report for Shrinkage Issues

Overview

This report outlines the inventory adjustments necessary due to identified shrinkage issues.

Details of Shrinkage

Item Name	Item ID	Original Quantity	Adjusted Quantity	Shrinkage Amount
[Item 1]	[ID 1]	[Original Quantity 1]	[Adjusted Quantity 1]	[Shrinkage Amount 1]
[Item 2]	[ID 2]	[Original Quantity 2]	[Adjusted Quantity 2]	[Shrinkage Amount 2]

Summary

The total shrinkage amount is [Total Shrinkage Amount]. Please review the adjustments and provide your feedback.

Next Steps

We recommend implementing tighter inventory control measures to minimize future shrinkage. A follow-up meeting will be scheduled to discuss this matter in further detail.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]