

Inventory Adjustment Statement

Date: [Insert Date]

To: [Supplier Name]

Address: [Supplier Address]

Dear [Supplier Contact Name],

We are writing to notify you of an inventory adjustment due to the return of goods. Below are the details of the returned items:

Item Code	Description	Quantity Returned	Reason for Return
[Item Code 1]	[Description 1]	[Quantity 1]	[Reason 1]
[Item Code 2]	[Description 2]	[Quantity 2]	[Reason 2]

Please confirm the receipt of this statement and the details of the return. If you have any questions or require further clarification, feel free to contact us.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]