

# Inventory Adjustment Update

Date: [Insert Date]

To: [Insert Recipient's Name]

From: [Insert Your Name]

Subject: Inventory Adjustment Update for Reconciliation Purposes

Dear [Recipient's Name],

I am writing to inform you about the recent adjustments made to our inventory records for reconciliation purposes. After conducting a thorough audit, we identified discrepancies that needed to be addressed to maintain accurate inventory levels.

## Details of Adjustments:

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

We believe these adjustments are necessary to align our records accurately and ensure efficient operations moving forward. Please review the changes and let us know if you have any questions or need further clarification.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company]

[Your Contact Information]