

Inventory Audit Findings

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

[Your Position]

[Your Company Name]

Subject: Inventory Audit Findings

Dear [Recipient Name],

We conducted an inventory audit on [date(s) of the audit] at [location/department] to assess the accuracy and completeness of our inventory records. Below are our findings:

Findings Summary

- **Discrepancy in Stock Levels:** We found a variance of [quantity] units for [specific item(s)].
- **Inventory Record Errors:** [Describe any errors or inconsistencies in records.]
- **Compliance Issues:** [Mention any compliance-related concerns noticed during the audit.]

Recommendations

- Implement regular inventory reconciliation to prevent discrepancies.
- Provide training for staff on proper inventory management practices.
- Review supplier agreements and receiving processes for accuracy.

Please let us know how you would like to address these findings and if you require additional information or assistance.

Thank you for your attention to these matters.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]