

# Request for Damaged Stock Report

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Request for Report on Damaged Stock

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a report on the damaged stock within our inventory. It has come to my attention that there may be discrepancies that need to be addressed.

Please include the following information in your report:

- Item descriptions
- Quantities of damaged items
- Date of damage identified
- Reason for damage if known

It is important for us to assess the situation and take the necessary steps to mitigate any losses. I would appreciate it if you could provide this report by [Insert Deadline].

Thank you for your prompt attention to this matter. Please let me know if you have any questions or need further information.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]