

# Inventory Adjustment Request

Date: [Insert Date]

To: [Manager's Name]

From: [Your Name]

Subject: Request for Inventory Adjustment

Dear [Manager's Name],

I am writing to formally request an adjustment to our inventory records for [specific item/SKU]. Upon reviewing our inventory, I have noticed a discrepancy in [state the specific issue, e.g., overage, shortage, damaged goods].

Details of the discrepancy are as follows:

- Item Description: [Item Name]
- Scheduled Count: [Count Before Adjustment]
- Actual Count: [Count After Adjustment]
- Reason for Adjustment: [Brief Explanation]

To rectify this issue, I recommend making the following adjustments:

- Adjust inventory by [number of units] to reflect accurate counts.
- Update records to prevent future discrepancies.

Please let me know if you need any further information or documentation regarding this request. Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]