

Inventory Relocation Request

Date: [Insert Date]

To: [Recipient's Name]

Position: [Recipient's Position]

Company: [Recipient's Company]

Address: [Recipient's Address]

Dear [Recipient's Name],

I am writing to formally request the relocation of inventory from [current location] to [new location]. This request is necessary due to [provide reason for relocation].

Details of Inventory:

- Item: [Item Name]
- Quantity: [Number]
- Current Location: [Location]
- New Location: [Location]

We anticipate that the relocation will take place on [proposed date] and we will ensure that all necessary protocols are followed to minimize disruption.

Thank you for considering this request. Please let me know if you need any further information.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]