

Stock Audit Request

Date: [Insert Date]

[Your Company Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Title]

[Recipient Company Name]

[Recipient Address]

[City, State, Zip Code]

Subject: Request for Stock Audit

Dear [Recipient Name],

We would like to formally request a stock audit for our inventory at the following location: [Specify Location]. The purpose of this audit is to ensure accuracy in our financial records and to comply with our internal policies.

The requested audit is proposed to take place on [Insert Date]. Please confirm your availability for this date or suggest an alternative.

We appreciate your cooperation and look forward to your prompt response.

Thank you.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]