

Inventory Deficit Notice

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Inventory Deficit Notification

Dear [Recipient Name],

We are writing to inform you of an inventory deficit that has recently come to our attention. As of [insert date], we have conducted a thorough review of our inventory records and have identified a discrepancy in the following items:

- Item Name 1 - Deficit Quantity
- Item Name 2 - Deficit Quantity
- Item Name 3 - Deficit Quantity

This deficit may impact our operations, and it is crucial that we address this matter promptly. We kindly ask for your assistance in investigating the cause of this discrepancy, and if you have any information that could help us resolve this issue, please share it at your earliest convenience.

Thank you for your attention to this matter. We appreciate your cooperation in helping us rectify the inventory situation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]