

Inventory Shortage Notification

Date: [Insert Date]

To: [Recipient Name]

[Recipient Position]

[Company Name]

[Company Address]

Dear [Recipient Name],

We are writing to inform you of an inventory shortage that has been identified in our recent stock audit. The following items are currently below the expected levels:

- Item: [Insert Item Name] - Quantity Short: [Insert Quantity]
- Item: [Insert Item Name] - Quantity Short: [Insert Quantity]
- Item: [Insert Item Name] - Quantity Short: [Insert Quantity]

We understand the importance of maintaining adequate inventory levels and are investigating the cause of this shortage. We are committed to resolving this issue promptly and will keep you updated on our progress.

Please feel free to reach out if you have any questions or require further information.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]