

Transportation Inventory Verification

Date: [Insert Date]

To:

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are conducting a routine verification of our transportation inventory and would like to request your assistance in confirming the details of our records.

Below are the details of the transportation inventory we have on file:

Item Description	Quantity	Condition
[Item 1]	[Quantity 1]	[Condition 1]
[Item 2]	[Quantity 2]	[Condition 2]

We would appreciate it if you could verify these items and provide your feedback by [Insert Response Date]. If there are any discrepancies, please do not hesitate to reach out.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]