

Date: [Insert Date]

[Client's Name]

[Client's Address]

[City, State, Zip Code]

Dear [Client's Name],

As part of our audit procedures for the year ended [Insert Year], we are requesting your assistance in confirming the inventory balances reported in your financial statements. We would appreciate your cooperation in providing the following information:

- A listing of all inventory items as of [Insert Date].
- The total quantity and value of inventory on hand.
- Any relevant documentation supporting inventory valuation methods used.
- Confirmation of inventory held at third-party locations, if applicable.

Please provide the requested information by [Insert Deadline]. If you have any questions or require further clarification, do not hesitate to contact me at [Insert Contact Information].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Firm's Name]

[Your Firm's Address]

[City, State, Zip Code]

[Your Firm's Phone Number]

[Your Firm's Email]