

Audit Sample Selection for Inventory Verification

[Your Name]

[Your Position]

[Your Company]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Position]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are writing to inform you that as part of our audit procedures for the financial year ending [Year], we will be conducting an inventory verification. To ensure the accuracy and completeness of our audit, we will be selecting a sample of inventory items for detailed testing.

The sample selection will be based on the following criteria:

- Materiality thresholds
- Risk assessment results
- Inventory turnover rates
- Historical discrepancies

Please prepare the necessary documentation and access to your inventory records for the scheduled audit date of [Date]. We appreciate your cooperation and assistance in facilitating this process.

If you have any questions or require further clarification, please do not hesitate to contact me directly at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]