

Company Letterhead

[Your Company's Name]

[Your Company's Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

Date: [Insert Date]

[Recipient's Name]

[Recipient's Position]

[Company's Name]

[Company's Address]

[City, State, ZIP Code]

Subject: Audit Inquiry Regarding Inventory Assessment

Dear [Recipient's Name],

As part of our audit process for the fiscal year ending [Insert Year], we are conducting an assessment of the inventory records and would like to request your assistance in providing the following information:

- A detailed list of all inventory items as of [Insert Date].
- Documentation of inventory valuation methods used.
- Records of any significant inventory adjustments during the year.
- Copies of any recent inventory count reports.

Kindly provide this information by [Insert Due Date] to ensure a smooth audit process. If you have any questions or require further clarification, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company's Name]