

Inventory Audit Corrective Measures Outline

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Inventory Audit Corrective Measures

Introduction

The purpose of this letter is to outline the corrective measures identified during the recent inventory audit conducted on [Insert Date].

Findings

- Finding 1: [Describe Finding]
- Finding 2: [Describe Finding]
- Finding 3: [Describe Finding]

Corrective Measures

1. Corrective Measure 1: [Describe Action Plan and Responsible Person]
2. Corrective Measure 2: [Describe Action Plan and Responsible Person]
3. Corrective Measure 3: [Describe Action Plan and Responsible Person]

Timeline for Implementation

All corrective measures are to be implemented by [Insert Deadline].

Conclusion

We are committed to addressing these findings promptly to ensure compliance and improve our inventory management process. Please feel free to reach out if you have any questions or require further information.

Sincerely,

[Your Name]
[Your Position]
[Your Company]