

Inventory Audit Discrepancies Notification

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]
[Your Position]
[Your Company Name]

Subject: Notification of Inventory Audit Discrepancies

Dear [Recipient's Name],

We hope this message finds you well. Following our recent inventory audit conducted on [Insert Date of Audit], we have identified some discrepancies that require your attention.

Discrepancies Identified:

- Item: [Insert Item Description] - Expected Quantity: [Insert Quantity] - Actual Quantity: [Insert Quantity]
- Item: [Insert Item Description] - Expected Quantity: [Insert Quantity] - Actual Quantity: [Insert Quantity]
- Item: [Insert Item Description] - Expected Quantity: [Insert Quantity] - Actual Quantity: [Insert Quantity]

Please review these discrepancies at your earliest convenience. It is important to determine the cause of these differences and implement necessary corrective actions.

We would appreciate your feedback or any additional information regarding these discrepancies by [Insert Deadline for Response].

Thank you for your prompt attention to this matter.

Sincerely,
[Your Name]
[Your Position]
[Your Company Name]
[Your Contact Information]