

Inventory Audit Findings Summary

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Inventory Audit Findings Summary

Overview

This letter summarizes the findings from the recent inventory audit conducted on [Insert Date of Audit]. The purpose of the audit was to assess the accuracy and integrity of the inventory records.

Findings

1. **Finding 1:** [Description of finding, e.g., discrepancies in stock levels]
2. **Finding 2:** [Description of finding, e.g., missing items without proper documentation]
3. **Finding 3:** [Description of finding, e.g., outdated inventory records]

Recommendations

To address these findings, we recommend the following actions:

- [Recommendation 1]
- [Recommendation 2]
- [Recommendation 3]

Conclusion

We appreciate your attention to these findings and look forward to your prompt response to our recommendations. Please feel free to reach out if you have any questions or need further clarification.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]