

Inventory Audit Results Presentation

Date: [Insert Date]

To: [Insert Recipient Name]

From: [Insert Your Name]

Subject: Inventory Audit Results

Dear [Recipient Name],

We are pleased to present the results of the recent inventory audit conducted on [Insert Date or Period]. The purpose of this audit was to assess the accuracy and reliability of our inventory records and to identify any discrepancies.

Summary of Findings:

- Total Inventory Value: \$[Insert Value]
- Number of Items Audited: [Insert Number]
- Discrepancies Found: [Insert Number]

Detailed Findings:

[Insert Detailed Description of Findings]

Recommendations:

- [Insert Recommendation 1]
- [Insert Recommendation 2]

We recommend scheduling a meeting to discuss these findings in detail. Please let us know your availability.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]