

# Inventory Audit Review

Date: [Insert Date]

To: [Management Name]  
[Company Name]  
[Company Address]

Dear [Management Name],

Subject: Inventory Audit Review Findings

We have completed our inventory audit for the period ending [Insert Date]. The purpose of this audit was to assess the accuracy and integrity of the inventory records, as well as to ensure compliance with our internal policies and procedures.

Our findings are as follows:

- Overall inventory accuracy is at [Insert Percentage]%.
- Discrepancies were identified in the following areas: [List Areas].
- Recommendations for improvements include: [List Recommendations].

In conclusion, while our audit revealed certain areas requiring attention, we appreciate the efforts of the inventory management team. We recommend implementing the suggested actions to enhance inventory control and accuracy further.

Please feel free to reach out for any clarifications or further discussions.

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