

Inventory Audit Status Update

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Update on Inventory Audit Status

Dear [Recipient Name],

I hope this message finds you well. I am writing to provide you with an update on the status of our ongoing inventory audit.

As of today, we have completed [percentage]% of the audit process. Here are some key highlights:

- Inventory items reviewed: [Number]
- Discrepancies identified: [Number]
- Resolved discrepancies: [Number]
- Pending items: [Number]

The audit team has been working diligently, and we anticipate completing the final stages by [expected completion date]. We are committed to ensuring accuracy and transparency throughout the process.

Please let me know if you have any questions or need further information.

Thank you for your continued support.

Sincerely,

[Your Name]

[Your Position]

[Your Company]