

Audit Data Collection Request for Inventory Assessments

Date: [Insert Date]

[Your Name]
[Your Title]
[Your Company Name]
[Your Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Recipient Name]
[Recipient Title]
[Recipient Company Name]
[Recipient Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

As part of our ongoing audit procedures, we are conducting an assessment of the inventory records held by your department. To facilitate this process, we kindly request the following data:

- Inventory list detailing items on hand as of [specific date]
- Documentation of inventory valuation methods used
- Recent physical count records
- Any discrepancies or adjustments made to inventory records

We request that this information be provided to us by [Insert Deadline]. This will ensure that we complete our assessment in a timely manner. Please feel free to reach out if you have any questions or require further clarification.

Thank you for your cooperation.

Sincerely,

[Your Name]
[Your Title]
[Your Company Name]