

Inventory Confirmation Notification

Date: [Insert Date]

To: [Recipient Name]

From: [Sender Name]

Subject: Inventory Confirmation Notification

Dear [Recipient Name],

We are writing to confirm the current status of our inventory as of [Insert Date]. Based on our recent audit, we can confirm the following:

Inventory Details

Item	SKU	Quantity	Location
[Item 1]	[SKU 1]	[Quantity 1]	[Location 1]
[Item 2]	[SKU 2]	[Quantity 2]	[Location 2]

If you have any questions or require further information, please do not hesitate to contact us at [Insert Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Sender Name]

[Sender Title]

[Company Name]