

Merchandise Stock Check Confirmation

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Stock Check Confirmation

Dear [Recipient Name],

This letter serves to confirm the completion of the stock check for the merchandise currently held at [Location/Store Name]. The following details summarize the results of the stock check conducted on [Date of Stock Check]:

- Total Items Checked: [Insert Total Items]
- Items Discrepancy: [Insert number of discrepancies or state "None"]
- Remarks: [Insert any relevant remarks or findings]

We appreciate your cooperation during the stock check process. Should you have any questions or require further details, please feel free to reach out.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]