Inventory Audit Request

Date: [Insert Date]

To:

[Supplier Name]

[Supplier Address]

[City, State, Zip Code]

Dear [Supplier Contact Name],

We hope this message finds you well. As part of our commitment to maintaining optimal inventory levels and ensuring the accuracy of our records, we would like to request an inventory audit for our current stock.

The objective of this audit is to:

- Verify the accuracy of inventory records
- Identify discrepancies and issues
- Enhance our supply chain processes

We propose to conduct the audit on [Insert Proposed Date]. Please confirm your availability or suggest an alternative date that works better for your team.

Thank you for your cooperation. We look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]