

Annual Stock Assessment Announcement

Dear [Recipient's Name],

We are writing to inform you of our upcoming Annual Stock Assessment, which will take place on [Date]. This annual review is essential for evaluating our inventory levels and ensuring that we are adequately stocked to meet the demands of our customers.

As part of this process, we ask all departments to assist by providing accurate counts and locations of stock by [Deadline]. Your cooperation is crucial in helping us achieve a smooth assessment.

Should you have any questions or require further information, please do not hesitate to contact [Contact Person's Name] at [Contact Email].

Thank you for your attention to this matter and your continued support.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company]

[Your Contact Information]