

Closing Inventory Verification Notification

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Position]

[Company Name]

[Company Address]

Dear [Recipient's Name],

We would like to inform you that the closing inventory verification process for the fiscal year ending [insert date] is scheduled to take place on [insert dates]. This procedure is essential to ensure the accuracy of our inventory records and to maintain compliance with our internal audits.

During this period, our team will be conducting a thorough review of all inventory items. We kindly request your cooperation in facilitating access to the inventory and any pertinent documentation that may be required.

If you have any questions or require further information, please feel free to reach out to me directly.

Thank you for your attention to this matter. We appreciate your support in ensuring a smooth verification process.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]