

# End-of-Year Inventory Audit Notification

Dear [Employee's Name],

As part of our annual review process, we will be conducting an end-of-year inventory audit on [Date]. This audit is essential for maintaining accurate records and ensuring that our inventory aligns with our financial statements.

Please ensure that all inventory items are properly organized and accessible for the audit team. Your cooperation in this matter is greatly appreciated.

If you have any questions or concerns, feel free to reach out to [Contact Person's Name] at [Contact Person's Email/Phone Number].

Thank you for your attention to this important task.

Best Regards,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]