

Fiscal Year Inventory Evaluation Alert

Date: [Insert Date]

To: [Recipient Name]

Position: [Recipient Position]

Company: [Company Name]

Dear [Recipient Name],

This letter serves as a formal notification regarding the upcoming inventory evaluation for the fiscal year ending [Insert Fiscal Year End Date]. As we approach this critical period, it is essential to review our inventory levels and make necessary adjustments to ensure accurate financial reporting and operational efficiency.

We request your department to complete the following actions by [Insert Deadline]:

- Conduct a physical count of inventory and reconcile discrepancies.
- Submit a report detailing any obsolete or damaged stock.
- Review and confirm the accuracy of inventory records in the system.

Please make this a priority, as accurate inventory management is vital for our fiscal responsibilities. Should you have any questions or require assistance during this process, do not hesitate to reach out to [Contact Person/Department].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]