

Warehouse Inventory Review Notification

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Inventory Review Scheduled

Dear [Recipient's Name],

We would like to inform you that a comprehensive review of our warehouse inventory is scheduled for [insert review date]. This review is critical to ensure accuracy in our stock levels and to address any discrepancies that may exist.

Please ensure that all inventory items are properly organized and accessible for the reviewing team. It is essential that the following items are completed prior to the review:

- All stock counts must be up-to-date.
- Any damaged or unsellable items should be documented.
- Ensure that the inventory management system reflects the current stock levels.

We appreciate your cooperation and diligence in preparing for this important task. If you have any questions or concerns, please do not hesitate to reach out.

Thank you.

Sincerely,
[Your Name]
[Your Position]
[Your Company]