

Inventory Loss Explanation Letter

Date: _____

To:

[Recipient Name/Title]

[Department/Company Name]

[Address]

Subject: **Explanation for Inventory Loss**

Dear [Recipient Name],

I am writing to formally explain the circumstances surrounding the recent inventory loss identified on [Date of Loss] in our records at [Location/Store/Department]. The loss was first noticed during [inventory count/audit/routine check], and immediate steps were taken to investigate the matter.

Details of the Loss:

- Date of Loss: _____
- Description of Missing Inventory: _____
- Quantity Lost: _____
- Estimated Value: _____
- Location: _____

Explanation:

Upon discovery, an internal review was conducted. It was determined that the loss was likely due to [brief summary of the cause, e.g., handling error, theft, documentation mistake, etc.]. The following actions were taken immediately:

- Initiated a thorough investigation with relevant staff members.
- Reviewed inventory records and relevant CCTV footage (if any).
- Implemented corrective steps to prevent recurrence.

We deeply regret the inconvenience caused by this incident and are committed to strengthening our processes and staff training to minimize such occurrences in the future.

Should you require any further information regarding this matter, please do not hesitate to contact me.

Sincerely,

[Your Name]

[Your Position]

[Department/Company Name]

[Contact Information]

Important Notes

- Ensure all factual information about the inventory loss is accurate and verifiable.
- Clearly describe both the loss and corrective actions taken to prevent future incidents.
- Maintain a professional and objective tone throughout the letter.
- Keep copies of all communicated documents for future reference and audits.
- Send the letter to the appropriate authority or management personnel.