

# Inventory Loss Reconciliation Statement

Company Name: \_\_\_\_\_  
Warehouse/Store: \_\_\_\_\_  
Date: \_\_\_\_\_  
Prepared By: \_\_\_\_\_  
Reviewed By: \_\_\_\_\_

## Reconciliation Details

S.No.	Item Description	Book Quantity	Physical Quantity	Difference	Reason for Loss/Discrepancy
1	_____	_____	_____	_____	_____
2	_____	_____	_____	_____	_____
3	_____	_____	_____	_____	_____

## Summary

Total Inventory Loss: \_\_\_\_\_  
Remarks: \_\_\_\_\_

## Signatures

Prepared By: \_\_\_\_\_ Date: \_\_\_\_\_  
Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

## Important Notes:

- Reconciliation must be conducted at regular intervals as per company policy.
- All discrepancies should be investigated and documented with appropriate reasons.
- This statement should be reviewed and approved by authorized personnel.
- Maintain supporting documents for any adjustments or losses disclosed herein.