

**Date:** [Insert Date]

**To:** [Recipient Name/Department]

**From:** [Your Name/Department]

**Subject:** URGENT: Missing Inventory Discrepancy - Immediate Action Required

Dear [Recipient Name],

This letter is to formally notify you of a critical inventory discrepancy discovered during our recent audit on [Date]. A significant amount of stock is currently unaccounted for, specifically regarding the following items:

- **Item Name/SKU:** [Insert SKU] - **Quantity Missing:** [Insert Number]
- **Item Name/SKU:** [Insert SKU] - **Quantity Missing:** [Insert Number]
- **Item Name/SKU:** [Insert SKU] - **Quantity Missing:** [Insert Number]

The total estimated value of this missing inventory is [Insert Dollar Amount]. This shortage is impacting our ability to fulfill orders and is affecting our bottom line.

**Immediate Action Required:**

1. Conduct a physical recount of the specified items within [Insert Timeframe, e.g., 24 hours].
2. Verify all shipping and receiving logs for the period of [Insert Start Date] to [Insert End Date].
3. Provide a written explanation or a reconciliation report by [Insert Deadline Date/Time].

Failure to locate these items or provide a valid explanation will result in [Insert Consequence, e.g., a formal investigation/financial reconciliation/claim filing].

Please confirm receipt of this letter and provide an initial status update immediately.

Regards,

[Your Signature]

[Your Printed Name]

[Your Title]

[Your Phone Number]