

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Position]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Subject: Stock Adjustment Request

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a stock adjustment for [specific stock or item name], with reference to [provide any relevant order or account number].

Upon reviewing my recent transactions, I have observed a discrepancy in the inventory levels/amounts related to [provide details of the issue, e.g., incorrect quantity, pricing error]. The details are as follows:

- Item Name/ID: [Item Name/ID]
- Current Stock Level: [Current Level]
- Adjusted Stock Level Requested: [Requested Level]
- Reason for Adjustment: [Brief Explanation]

I appreciate your attention to this matter and kindly ask for your prompt assistance in making the necessary adjustments. Please let me know if you require any additional information to process this request.

Thank you for your cooperation.

Sincerely,

[Your Name]
[Your Job Title, if applicable]
[Your Company Name, if applicable]