

Retail Branch Stock Transfer Authorization Letter

Date: _____

To:

The Manager,
Branch Name & Address: _____

Subject: Authorization for Stock Transfer between Branches

Dear Sir/Madam,

This letter serves as an official authorization for the following stock items to be transferred:

From Branch: _____
To Branch: _____
Requested By: _____
Date of Transfer: _____

Item Code	Description	Quantity	Unit	Remarks

Kindly proceed with the stock transfer as per the details above.
Please ensure all items are checked, documented, and acknowledged upon receipt.

Authorized By

Received By