

{Date}

{CustomerName} Customer#: {AccountNumber}

Attn: {CustomerName}

RE: Intraocular Lens (IOL) inventory audit.

We would like to thank you for your patience while we complete the processing of our inventory audit for consignment lenses.

Attached you will find a list of lenses we were unable to reconcile. At this time, you have not been invoiced for these lenses. However, in order to complete the reconciliation and clear up the missing lenses, we are asking you to take a look at your records and provide us with a purchase order or any information you have regarding these lenses.

To ensure that the lenses are transacted properly please respond to this letter within 2 weeks.

If you have any questions please feel free to contact me.

Thank you for choosing Bausch + Lomb for your surgical needs.

{Auditor}

800 333 2022 Ext: 5611