

Inaccurate Shipment Notice

Date: [Insert Date]

To: [Recipient's Name]

Company: [Recipient's Company]

Address: [Recipient's Address]

Dear [Recipient's Name],

We regret to inform you that there has been an error with your recent shipment (Order # [Insert Order Number]). Upon review, we found that the items sent do not match your order specifications.

In particular, the following discrepancies have been noted:

- Ordered Item: [List Ordered Item(s)] - Shipped Item: [List Shipped Item(s)]
- Quantity Ordered: [Insert Quantity] - Quantity Shipped: [Insert Quantity]

We sincerely apologize for any inconvenience this may have caused and are committed to correcting this issue. Please contact our customer service at [Customer Service Phone Number] or [Customer Service Email] to arrange for the correct items to be sent to you as soon as possible.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]