

Order Discrepancy Notification

Date: [Insert Date]

To: [Recipient's Name]

Company: [Recipient's Company]

Address: [Recipient's Address]

Dear [Recipient's Name],

We are writing to notify you of a discrepancy with our recent order #[Order Number], placed on [Order Date]. Upon reviewing our inventory and shipment details, we noticed the following issues:

- Incorrect quantity of [Item Name] received: [Received Quantity] instead of [Ordered Quantity]
- Missing item: [Item Name]
- Damaged item: [Item Name], with details of the damage: [Description]

We kindly request your immediate attention to resolve these discrepancies. Please advise on how we should proceed. We appreciate your prompt response to this matter.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company]

[Your Contact Information]