

# Alert: Deficiencies in Shipping Documents

Date: [Insert Date]

To: [Recipient Name]

Company: [Recipient Company]

Address: [Recipient Address]

Email: [Recipient Email]

Dear [Recipient Name],

We are writing to inform you that we have identified deficiencies in the shipping documents related to your recent shipment (Invoice Number: [Insert Invoice Number]). The following issues have been noted:

- [Deficiency 1 Description]
- [Deficiency 2 Description]
- [Deficiency 3 Description]

It is imperative that these deficiencies are addressed promptly to avoid delays in processing your shipment. Please provide the corrected documents by [Insert Deadline].

Should you require any assistance or clarification regarding the required documents, feel free to contact us at [Your Contact Information].

Thank you for your immediate attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]