

# Letter of Discrepancy in Shipment Inspection Results

Date: [Insert Date]

[Your Name]  
[Your Position]  
[Your Company Name]  
[Your Company Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]

[Recipient Name]  
[Recipient Position]  
[Recipient Company Name]  
[Recipient Company Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. We are writing to formally address a discrepancy observed during the inspection of the recent shipment received on [Insert Date] pertaining to [Description of Goods].

Upon thorough examination, we found the following issues that do not align with the specifications agreed upon in our purchase order [Insert Purchase Order Number]:

- [Issue 1: Description]
- [Issue 2: Description]
- [Issue 3: Description]

We kindly request your prompt attention to this matter. Please provide us with your feedback and the proposed solutions to rectify these discrepancies by [Insert Response Date].

Thank you for your cooperation. We look forward to resolving this issue amicably.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Name]  
[Your Position]  
[Your Company Name]