

Inventory Shipping Discrepancies Notification

Date: [Insert Date]

To: [Recipient's Name]

Company: [Recipient's Company]

Address: [Recipient's Address]

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you of discrepancies encountered during our recent inventory shipment received on [Insert Shipment Date].

Details of the discrepancies are as follows:

- Item Description: [Item Name]
- Order Quantity: [Ordered Quantity]
- Received Quantity: [Received Quantity]
- Discrepancy: [Type of Discrepancy]

We request that you investigate this matter and provide us with an explanation or rectify the issue at your earliest convenience. Your prompt attention to this matter will help us ensure seamless operations and maintain our inventory accuracy.

Should you need further information, please do not hesitate to reach out to us at [Your Contact Information].

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]