

# Shipping Inventory Discrepancy Resolution

Date: [Insert Date]

To: [Recipient's Name]

Company: [Recipient's Company Name]

Address: [Recipient's Address]

Subject: Resolution of Shipping Inventory Discrepancy

Dear [Recipient's Name],

We are writing to address the recent discrepancy noted in our shipping inventory records concerning the order #[Insert Order Number]. Upon reviewing the shipment received on [Insert Date], we identified that the quantity of items received does not match the quantity specified in our records.

Specifically, we found that:

- Item Description: [Insert Item Description]
- Ordered Quantity: [Insert Ordered Quantity]
- Received Quantity: [Insert Received Quantity]

We kindly request your assistance in resolving this matter promptly. Please review your shipment records and provide clarification on this discrepancy. If necessary, we would appreciate your guidance on the procedure to rectify the situation and any steps we need to take on our end.

Thank you for your attention to this matter. We look forward to your prompt response to resolve this issue swiftly.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]