

# Shipping Inventory Mismatch Clarification

Date: [Insert Date]

From: [Your Name]

To: [Recipient's Name]

Company: [Recipient's Company]

Address: [Recipient's Address]

Email: [Recipient's Email]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to address a discrepancy we have noticed in our recent shipping inventory records.

Upon reviewing the shipment dated [Insert Date of Shipment], we found that the quantities received do not align with what was documented in the shipping manifest. Specifically, we expected to receive [Expected Quantity] of [Product Name], but only [Actual Quantity] was received.

We request your assistance in clarifying this mismatch. Could you please provide any insights regarding this discrepancy? Additionally, if there are any documents or records on your end that may help us resolve this issue, we would greatly appreciate your sharing them.

Thank you for your attention to this matter. I look forward to your prompt response so we can ensure accurate record-keeping and maintain our efficient operations.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]