

Company Name  
Company Address  
City, State, Zip Code  
Email Address  
Phone Number  
Date: [Insert Date]

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

Dear [Recipient Name],

Subject: Order Discrepancy Regarding Missing Products

I hope this message finds you well. I am writing to bring to your attention an issue with our recent order (Order Number: [Insert Order Number]), placed on [Insert Order Date]. Upon receiving the shipment on [Insert Shipping Date], we noticed that several products were missing from the package.

The missing products are as follows:

- [Product Name 1] - [Quantity]
- [Product Name 2] - [Quantity]
- [Product Name 3] - [Quantity]

We kindly request that you investigate this matter and provide a resolution at your earliest convenience. If you require any further information or documentation, please do not hesitate to ask.

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

Sincerely,  
[Your Name]  
[Your Position]  
[Your Company Name]