

Supplier Inventory Discrepancy Notice

Date: [Insert Date]

[Supplier Name]

[Supplier Address]

[City, State, Zip Code]

Dear [Supplier Contact Name],

We are writing to inform you of a discrepancy we have identified in our recent inventory audit related to our supply of [specific product or items]. According to our records, the quantities received do not match the quantities stated on the invoice dated [insert invoice date].

The specifics of the discrepancy are as follows:

- **Item Description:** [Item Name]
- **Ordered Quantity:** [Quantity Ordered]
- **Received Quantity:** [Quantity Received]
- **Invoice Number:** [Invoice Number]

We kindly request that you review your records and provide clarification regarding this discrepancy. It is essential for us to resolve this matter promptly to maintain our inventory accuracy and ensure our ongoing business relationship remains strong.

Please respond by [insert response date] so we can address this issue efficiently. Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[Your Contact Information]