

Supplier Materials Adjustment Request

Date: [Insert Date]

To: [Supplier Name]

Address: [Supplier Address]

Dear [Supplier Contact Name],

We are writing to formally request an adjustment to the materials supplied by your company on [Insert Order Date], under the order number [Insert Order Number].

Upon receipt of the materials, we discovered that the following discrepancies exist:

- Material: [Insert Material Name] - Ordered Quantity: [Insert Quantity] - Received Quantity: [Insert Received Quantity]
- Material: [Insert Material Name] - Ordered Quantity: [Insert Quantity] - Received Quantity: [Insert Received Quantity]

We kindly request a revision in the invoice and a prompt delivery of the outstanding quantities as soon as possible. We value our ongoing partnership and appreciate your attention to this matter.

Thank you for your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]