

Product Discrepancy Alert

Date: [Date]

To: [Recipient Name]

Company: [Company Name]

Address: [Company Address]

Dear [Recipient Name],

We are writing to inform you of a discrepancy identified in the recent shipment of products received on [Date of Shipment]. The details of the discrepancy are as follows:

- **Product Name:** [Product Name]
- **Order Number:** [Order Number]
- **Expected Quantity:** [Expected Quantity]
- **Received Quantity:** [Received Quantity]
- **Discrepancy Description:** [Description of Discrepancy]

We request your immediate attention to this matter and would appreciate guidance on how to proceed to resolve the discrepancy. Please let us know if you require any additional information.

Thank you for your prompt attention to this issue.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]