

Missing Items Notification

Date: [Insert Date]

To: [Supplier Name]

From: [Your Company Name]

Subject: Notification of Missing Items

Dear [Supplier Name],

We hope this message finds you well. We are writing to inform you that we have received our recent shipment, but unfortunately, several items appear to be missing from the delivery.

Details of the missing items are as follows:

- Item Name: [Insert Item Name 1] - Quantity: [Insert Quantity]
- Item Name: [Insert Item Name 2] - Quantity: [Insert Quantity]
- Item Name: [Insert Item Name 3] - Quantity: [Insert Quantity]

We kindly ask you to investigate this matter and provide us with a response at your earliest convenience. Should you need any further details or documents related to the shipment, please do not hesitate to reach out.

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

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]