

Supply Chain Variance Notice

Date: [Insert Date]

To: [Recipient's Name]

Company: [Recipient's Company]

Address: [Recipient's Address]

Dear [Recipient's Name],

We are writing to inform you of a variance that has occurred in our supply chain regarding the recent order of [insert product/service name]. The details of the variance are as follows:

- **Order Number:** [Insert Order Number]
- **Original Quantity:** [Insert Original Quantity]
- **Received Quantity:** [Insert Received Quantity]
- **Date of Shipment:** [Insert Date]
- **Variance Reason:** [Insert Reason]

We understand the importance of consistent supply and are actively working to address this issue. [Optional: Include any corrective actions or steps being taken].

We apologize for any inconvenience this may have caused and appreciate your understanding. Should you have any questions or require further clarification, please do not hesitate to reach out to us at [Your Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]