

Discrepancy Report

Date: [Insert Date]

To: [Supplier Name]

From: [Your Company Name]

Subject: Discrepancy Report for Shipment [Insert Shipment ID]

Details of Shipment

Order Number: [Insert Order Number]

Shipment Date: [Insert Shipment Date]

Expected Delivery Date: [Insert Expected Delivery Date]

Discrepancy Details

Discrepancy Type: [Insert Type of Discrepancy e.g., Quantity, Quality]

Description:

[Insert detailed description of the discrepancy]

Attached Documentation

Please find attached relevant documents for your reference.

Action Required

We request your prompt response to resolve this discrepancy. Please provide us with a corrective action plan.

Contact Information

If you have any questions or require further clarification, please contact:

Name: [Your Name]

Title: [Your Title]

Email: [Your Email]

Phone: [Your Phone Number]

Thank you for your immediate attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]