

Shipping Error Notification

Date: [Insert Date]

Supplier Name: [Insert Supplier Name]

Supplier Address: [Insert Supplier Address]

Contact Person: [Insert Contact Person]

Contact Email: [Insert Contact Email]

Contact Phone: [Insert Contact Phone]

Dear [Insert Contact Person],

We hope this message finds you well. We are writing to inform you about a shipping error related to our recent order (Order Number: [Insert Order Number]).

Unfortunately, upon receipt of the shipment, we discovered that [briefly describe the error, e.g., wrong items, missing items, incorrect quantities]. This discrepancy has caused a delay in our operations, and we would appreciate your immediate attention to this matter.

Please find attached the documentation that outlines the details of the errors. We kindly ask that you review this information and provide guidance on how we can resolve this issue promptly.

Thank you for your cooperation and prompt response in resolving this matter. We look forward to your swift action to rectify this shipping error.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Company Address]

[Your Contact Information]