

Supplier Shipping Mistake Acknowledgment

Date: [Insert Date]

[Your Company Name]

[Your Company Address]

[City, State, Zip]

[Email Address]

[Phone Number]

[Supplier's Company Name]

[Supplier's Company Address]

[City, State, Zip]

Dear [Supplier's Contact Name],

We are writing to formally acknowledge your recent shipping mistake regarding our order #[Insert Order Number] dated [Insert Order Date]. We have confirmed that the items received do not match the order specifications.

The details of the mismatch are as follows:

- Incorrect Item(s): [List Incorrect Items]
- Order Quantity: [Insert Quantity Ordered]
- Received Quantity: [Insert Quantity Received]

We kindly request your assistance in rectifying this mistake by either sending the correct items or providing further instructions on how you would like to proceed. We value our partnership and hope to resolve this issue promptly.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]