

# Letter to Report Supplier Errors

To: [Supplier's Name]

Address: [Supplier's Address]

Date: [Date]

Dear [Supplier's Contact Name],

We hope this message finds you well.

We are writing to bring to your attention some errors we have encountered in our recent shipments from your company. Specifically, we have noted the following issues:

- Order Number: [Order Number], Item: [Item Name], Error: [Description of Error]
- Order Number: [Order Number], Item: [Item Name], Error: [Description of Error]
- Order Number: [Order Number], Item: [Item Name], Error: [Description of Error]

We kindly ask that you review these discrepancies and provide guidance on how we can resolve them. It is important for us to ensure that our records match and that we can continue our strong partnership moving forward.

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]