

Supplier Error Notification

To: [Supplier Name]

Date: [Date]

From: [Your Company Name]

Subject: Notification of Error in Supply

Dear [Supplier Contact Name],

We hope this message finds you well. We are writing to inform you of an error that has occurred in your recent shipment to us, referenced under Purchase Order [PO Number].

The specifics of the error are as follows:

- **Item Description:** [Item]
- **Expected Quantity:** [Expected Quantity]
- **Received Quantity:** [Received Quantity]
- **Date of Delivery:** [Delivery Date]

We kindly request your immediate attention to this matter. Please investigate the error and provide us with an explanation and an estimated time frame for resolution.

Thank you for your prompt attention to this issue. We look forward to your response.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]