

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title/Position]

[Company Name]

[Company Address Line 1]

[Company Address Line 2]

Subject: Notification and Request for Adjustment – Shipping Quantity Discrepancy

Dear [Recipient Name],

I am writing to bring to your attention a discrepancy regarding our recent order, **Order #[Order Number]**, delivered on **[Delivery Date]**. Upon inspection of the shipment, we noted that the quantity of goods received does not match the quantity stated on the shipping documents or our original purchase order.

Details of the discrepancy are as follows:

- **Ordered Quantity:** [Ordered Quantity]
- **Shipped Quantity:** [Shipped Quantity]
- **Shortage/Excess:** [Specify Discrepancy]
- **Product Description/Code:** [Product Details]

We kindly request that you investigate this matter and arrange for the prompt delivery of the outstanding items (or pick-up of excess items, if applicable). Please advise us on the expected timeline for the correction and any steps we may need to facilitate the process.

Enclosed are copies of the relevant shipping documents and inventory checklists for your reference. We trust this issue can be resolved quickly to maintain the smooth operation of our business and continue our positive working relationship.

Thank you for your immediate attention to this matter. Please contact me at [Your Phone Number] or [Your Email Address] if further information is required.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]