

Adjustment Letter Sample for Order Quantity Discrepancy

This adjustment letter sample for **order quantity discrepancy** provides a professional and clear format for addressing issues related to incorrect quantities received in an order. It outlines the necessary details to be included, such as the original order number, the quantity ordered versus the quantity received, and a request for correction or compensation. This letter helps maintain good business relationships by communicating discrepancies politely and effectively, ensuring prompt resolution and accurate future transactions.

Adjustment Letter Template

[Your Company Name]

[Your Company Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

Date: [Date]

To:

[Recipient Name]

[Recipient's Company Name]

[Recipient's Address]

[City, State, ZIP Code]

Subject: Order Quantity Discrepancy – Order No. [Order Number]

Dear [Recipient Name],

I hope this message finds you well. We value our business relationship and appreciate your prompt service. However, I am writing to bring to your attention a discrepancy in the quantity received in our recent order.

- **Order Number:** [Order Number]
- **Date of Order:** [Order Date]
- **Quantity Ordered:** [Quantity Ordered]
- **Quantity Received:** [Quantity Received]
- **Item(s) in Question:** [Product Name/Code]

Kindly review this issue at your earliest convenience and advise on the best course of action regarding the missing/extra items. We would appreciate if you could arrange for the dispatch of the remaining items or advise us regarding compensation or credit for the shortfall.

Please let us know if you require any further details or documentation regarding this matter. We look forward to your prompt response and a resolution to this issue.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position/Title]

[Your Company Name]