

Date: [Insert Date]

[Seller's Company Name]

[Seller's Address]

[City, State, Zip Code]

Dear [Contact Person/Seller's Name],

Subject: Adjustment Letter for Missing Items in Order #[Order Number]

I am writing to bring to your attention an issue with the recent order (Order #[Order Number]) placed on [Order Date]. Upon receipt of the shipment on [Delivery Date], I noticed that the following items were missing from the package:

- [List missing item 1 with quantity]
- [List missing item 2 with quantity]

The packing slip enclosed with the shipment confirmed these items should have been included. However, after thoroughly checking the contents, I can confirm that they were not present.

I kindly request that you arrange for immediate shipment of the missing items, or advise on an alternative solution such as a refund or credit to our account. Please let me know if you need any further information or documentation related to this order.

I appreciate your prompt attention to this matter and trust that you will resolve the issue to our satisfaction. Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position, if applicable]

[Your Company Name, if applicable]

[Your Contact Information]