

Sample Adjustment Letter: Incorrect Quantity Shipped

Date: [Insert Date]

[Supplier/Customer Name]

[Company Name]

[Address]

[City, State ZIP Code]

Dear [Recipient's Name],

I am writing in regard to our recent order (Order No. [Order Number]), placed on [Order Date]. We appreciate your prompt shipment; however, upon receiving the package on [Receipt Date], we noticed a discrepancy in the quantities shipped.

Our original order was for **[Quantity Ordered]** units of [Product Name], but we received only **[Quantity Received]** units. Please find enclosed/attached a copy of the delivery receipt and the packing list for your reference.

We kindly request that you either send the missing **[Quantity Missing]** units at your earliest convenience or issue a refund for the undelivered items. Please confirm how you wish to proceed regarding this matter.

We value our business relationship and trust that this matter will be resolved promptly. If you require any additional information, please do not hesitate to contact me at [Your Email/Phone Number].

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

Sincerely,

[Your Name]

[Your Title/Position]

[Your Company Name]