

Adjustment Letter for Shipping Mistake with Replacement Request

[Your Name]
[Your Company]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Supplier's Name]
[Supplier's Company]
[Supplier's Address]
[City, State, ZIP Code]

Dear [Supplier's Name],

I am writing to inform you of a discrepancy in the recent shipment we received from your company under order number [Order Number], delivered on [Delivery Date]. Upon checking the contents of the shipment, we noticed that [describe the shipping mistake, e.g., "we received 10 units of Product X instead of the 10 units of Product Y we ordered"].

Please find enclosed/attached a copy of the delivery note and photos of the received items for your reference. We kindly request that you arrange for the shipment of the correct items at your earliest convenience. We are happy to return the incorrectly shipped products once we receive further instructions from you regarding their return.

We appreciate your prompt attention to this matter, as we rely on your products for our business operations and wish to continue our positive business relationship. Please let us know the expected timeline for the replacement shipment or if you need any additional information from our side.

Thank you for your cooperation.

Sincerely,
[Your Name]
[Your Position]
[Your Company]