

# Sample Adjustment Letter for Incomplete Order Delivery

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

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

Subject: **Incomplete Order Delivery – Request for Adjustment**

Dear [Supplier/Seller's Name],

I am writing to bring to your attention an issue concerning our recent order (Order Number: **[Order Number]**) placed on **[Order Date]**. We received the shipment on **[Delivery Date]**. However, upon inspection, we found that the delivery was incomplete.

Specifically, the following item(s) were missing from the shipment:

- [List missing items, quantity, and any relevant details]

We kindly request that you review our order and arrange to send the missing items at your earliest convenience. Please let us know if you require any additional information to process this adjustment.

We value our business relationship and appreciate your prompt attention to this matter. We look forward to your swift response and resolution of this issue.

Thank you for your cooperation.

Sincerely,  
[Your Name]