

[Your Company Letterhead]

[Date]

[Supplier Name]

[Supplier Address]

[City, State ZIP Code]

Subject: Adjustment Letter for Partial Shipment and Damaged Goods

Dear [Supplier Contact Name],

We would like to bring to your attention an issue regarding our recent order (**Order No. [Order Number], placed on [Order Date]**). Upon receiving the shipment on [Delivery Date], we observed that only a portion of the items ordered were delivered, and several of the products arrived in a damaged condition.

Specifically, the following items were missing from the consignment:

- [List missing item(s) and quantities]

In addition, the following items were received but were found to be damaged:

- [List damaged item(s), quantities, and nature of damage]

For your reference, we have attached photographs of the damaged goods, as well as a copy of the delivery note signed by our warehouse staff.

Given these circumstances, we kindly request the following actions:

- The prompt dispatch of the missing items as per our original order.
- Replacement of the damaged goods at no additional cost to us, or an appropriate credit note/refund if a replacement is not feasible.
- Clarification on your process for handling such discrepancies, including the expected timeline for resolution.

We value our business relationship and trust that you will address this matter swiftly. Please let us know at your earliest convenience how you propose to resolve the issue.

Thank you for your attention to this matter. We look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]