

Date: [Insert Date]

**To:**

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

Dear [Supplier's Contact Name],

**Subject: Missing Items in Recent Shipment - [Order/Invoice Number]**

I am writing to formally notify you of a discrepancy in our recent order (Order/Invoice Number: **[Insert Number]**), which was delivered to us on **[Insert Delivery Date]**. Upon inspection of the shipment, we found that the following items were missing:

- **[Item 1]:** [Specify model, code, or description, and quantity missing]
- **[Item 2]:** [Specify model, code, or description, and quantity missing]

To assist with your investigation, I have attached a copy of the packing list and highlighted the missing items. We kindly request that you arrange for the prompt delivery of the missing items or provide a credit to our account at your earliest convenience.

Accurate and complete shipments are crucial to maintaining our longstanding business relationship and ensuring customer satisfaction. We appreciate your immediate attention to this matter and look forward to your prompt resolution.

Please confirm receipt of this letter and advise us on the steps you will take to correct the issue. Should you require any further information, feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your cooperation.

Sincerely,

[Your Name]  
[Your Position]  
[Your Company Name]  
[Your Contact Details]