

Date: [Insert Date]

[Customer Name]

[Customer Address]

[City, State, ZIP Code]

Subject: Adjustment Letter with Credit Note for Short Shipment

Dear [Customer Name],

We acknowledge receipt of your correspondence dated [Reference Date] regarding the short shipment in your recent order (Invoice No.: [Invoice Number], Dated: [Invoice Date]).

After reviewing our records and inspecting the shipment, we confirm that your order for [Product/Item Name] was short by [Quantity Short] units. We sincerely apologize for any inconvenience this may have caused to your business operations.

To address the discrepancy, please find enclosed a credit note (Credit Note No.: [Credit Note Number]) valued at [Credit Amount] corresponding to the missing items. This amount will be credited toward your account and can be applied to your future purchases or offset against your outstanding balance.

We appreciate your understanding and assure you that we are taking all necessary measures to prevent such occurrences in the future. Thank you for bringing this matter to our attention, and for your continued trust in our products and services.

Should you have any further questions or require assistance, please do not hesitate to contact us at [Contact Information].

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[Phone Number]

[Email Address]