

Complaint about Incorrect Quantity

Subject: Complaint Regarding Incorrect Quantity

Dear [Supplier Name],

Upon receiving our order [Order Number], we found that the quantity delivered was incorrect.

Instead of [Ordered Quantity], we received [Received Quantity], which affects our operations.

Please arrange for the correct quantity to be delivered at the earliest, and confirm when this will be addressed.

Best regards,

[Your Name]

[Your Position]

[Company Name]

Get more templates here: <https://www.lettersandtemplates.com/letters/complaint-letter-to-supplier>