

Neutral business-to-business response

Subject: Response to Your Claim Regarding Supply Delivery

Dear [Supplier Name],

We acknowledge receipt of your claim regarding the recent delivery of goods dated [date]. After a review of the delivery records and our warehouse inventory, we confirm the discrepancies you reported.

To resolve this, we propose adjusting the invoice accordingly and scheduling a corrective delivery at your earliest convenience. Kindly confirm if this arrangement is acceptable to you.

Thank you for your cooperation.

Best regards,

[Your Name]

[Your Position]

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