

[Date]

[Receiver's Name]

[Receiver's Designation]

[Receiver's Address Line 1]

[Receiver's Address Line 2]

NOTICE OF RECEIPT ON INCOMPLETE SHIPMENT

Dear Sir,

We have received the shipment dated _____ against our order dated _____, Order No. _____, Purchase Order No. _____. However, the following parts/products were missing from the order in the quantities mentioned below:

Sr. No.	Description of Part/Product	Quantity

You are kindly requested to immediately arrange the delivery of the above mentioned missing products to us. If you are unable to do so, please contact me, at the number(s) given below, upon receipt of this letter to discuss the matter with me.

We would appreciate a quick response to this matter.

Sincerely,

[Name]

[Designation]

[Address Line 1]

[Address Line 2]

[Contact Number]

[Email Address]