

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Adjustment Request for Product Issues

We hope this letter finds you well. We are writing to address an issue related to our recent order of [product name] placed on [order date], under invoice number [invoice number].

Upon receiving the shipment, we noticed the following discrepancies:

- [Issue 1: Describe the first issue clearly]
- [Issue 2: Describe the second issue clearly, if applicable]
- [And so on, if needed]

Given these concerns, we kindly request the following adjustments:

- [Adjustment 1: State what you want as a resolution]
- [Adjustment 2: State if you require any further actions or replacements]

We appreciate your prompt attention to this matter and look forward to resolving it swiftly. Please feel free to contact us at [your phone number] or [your email address] if you require any further information.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]