Dear ~~Vendor Name~~,

We would like to inform you that we have received the material through your DC number\_\_\_\_\_\_\_\_\_ dated \_\_\_\_\_\_\_\_, but on physical verification of the quantity count mentioned in your document, we found some material short as mentioned below.



***I request to you please submit the credit note at the earliest for the aforesaid short quantity along with proper documentation as per GST norms.***

If you have any query in this mail regard please contact with Mr. ~~User Name.~~

This is a system generated mail please do not reply on same.

THANKS AND REGARDS

~~COMPANY NAME~~