

Date: [Insert Date]

To:

[Exporter/Seller Name]

[Address Line 1]

[Address Line 2]

Subject: Notification of Discrepancies in Shipping Documents

Dear [Contact Name],

We are writing to formally notify you that upon arrival and review of the shipping documents for the following order, we have identified certain discrepancies:

- **Purchase Order Number:** [Insert PO Number]
- **Invoice Number:** [Insert Invoice Number]
- **Bill of Lading/AWB Number:** [Insert Tracking Number]
- **Letter of Credit Number (if applicable):** [Insert LC Number]

The discrepancies identified are as follows:

1. [Description of Discrepancy 1 - e.g., Weight mismatch between invoice and packing list]
2. [Description of Discrepancy 2 - e.g., Missing Certificate of Origin]
3. [Description of Discrepancy 3 - e.g., Incorrect product descriptions]

Due to these errors, we are currently unable to process the customs clearance and/or final payment for this shipment. To resolve this matter promptly, please provide the corrected documents or the missing information by [Insert Date].

Please confirm receipt of this notification and advise on the timeline for sending the amended documentation.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]