**To**

**[The Recipient Name]  
[Business Name]**

**Subject: incomplete order # [X] received on [XYZ]**

Dear Ajay,

I am writing this letter to inform your sent shipment contains an incomplete quantity of electric geysers. Upon the onset of the winter season, demand for electric geysers increases manifolds every year. Keeping in view this fact, we placed a huge order of 1000 pieces of electric geysers to your company.

Three days ago, we received the shipment at our end. Problematic thing was that you sent us six hundred pieces of electric geysers instead of a thousand.

We have created a positive image in the market after a years-long struggle. If we fail to meet the demands of people, it will not be good for the reputation of our company. I regret to tell you that you, as a supplier, have failed to complete our order as per our directions.

In other words, you have also breached the terms and conditions of our contract. You must have informed us before shipping if you had an insufficient quantity of electric geysers in your stock.

We have been buying from you for the last 7 years, but you did not give us any chance to complain. Unfortunately, we have lost our trust in you, and this is not good for our business relations. Now, you are being requested to complete the order immediately and send us the remaining pieces of electric geysers within one week. This is also to inform you that if you fail to meet our demand, we will have to review our contract policy.

I want to warn you that if you leave our problem unresolved, we shall be compelled to place our order with another supplier. It will cause great harm to our business relations. For your reference, I have also attached the shipment receipt with this letter. Please take the necessary steps to complete our order.

Sincerely.

[Your Name]  
[Business Name]