

Goods Shortage Statement

Date:

To:

From:

Reference Number:

Goods Details

Item Description	Ordered Quantity	Received Quantity	Shortage	Remarks
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Statement

We hereby confirm that the above mentioned goods were received with a shortage as detailed. Kindly process the necessary actions at the earliest.

Reported by:

Signature:

Date: