Date:

To

[The Recipient]  
[Business Name]

This debit note is written with reference to order no X. As per the order 300 bags of cement were to be delivered on 30th October 30xx for the purpose of construction. However, only 180 bags were delivered. The order was received on 31st October and due to heavy rain, 20 bags are ruined and are in no shape to use.

It is requested to send the remaining bags to us as soon as possible and send a replacement of the 20 bags too. 20 bags are wasted due to the sheer negligence of the delivery boys as the bags were not covered properly. We are regular clients, and such an incident has never happened in the past but since you have changed your delivery boy, such incidents are happening every other day.

The last time when we ordered you Italian marble tiles, the quantity was fine, but the tiles were broken because of the wrong pattern of loading them in the delivery vehicle. Such negligence in a professional business can mar down the repute of your company.

The payment decided for 300 bags was $X. I am deducting the payment of 20 bags and the remaining payment will be released once the remaining bags are delivered safely to me. Kindly look into this matter and send the bags soon so that our construction might not suffer.

I expect you to resolve this issue for now and to be careful about the next business dealings. Thank you for your cooperation and understanding. Many thanks.

[Your Name]  
[Business Name]