

Adjustment Letter for Shipping Fee Refund

An **adjustment letter for shipping fee refund** is a formal communication used by customers or clients to request a reimbursement or reduction in shipping charges due to errors, overcharges, or unsatisfactory delivery services. This letter typically includes details such as the original order number, the amount billed for shipping, the reason for the refund request, and any supporting evidence.

Sample Template

Use the sample template below to request a shipping fee adjustment or refund:

Dear [Company Name],
I am writing to request an adjustment and refund of the shipping fee related to my order #[Order Number], placed on [Date]. The shipping charges appear to be incorrectly billed.
Kindly review the charges and process a refund at your earliest convenience.
Thank you for your attention to this matter.
Sincerely,
[Your Name]

Tips for Writing Your Letter

- Include your order number and date of purchase.
- Clearly state the reason for requesting a refund.
- Attach or mention any supporting documents (e.g., invoice, proof of delivery issues).
- Be polite and concise.
- Provide your contact details for follow-up.