

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Position]

[Vendor or Company Name]

[Company Address]

[City, State, Zip Code]

Subject: Adjustment Request for Overcharged Shipping Fees on Invoice #[Invoice Number]

Dear [Recipient Name],

I am writing on behalf of [Your Company Name] regarding Invoice #[Invoice Number], dated [Invoice Date]. Upon reviewing the invoice, we noted a discrepancy in the shipping fees billed. The invoice reflects a shipping charge of [Amount Charged], whereas our agreement and the original shipping cost was [Correct Shipping Amount].

We kindly request that your team reviews this discrepancy and issues a corrected invoice reflecting the accurate shipping cost. Additionally, we would appreciate a reimbursement or credit for the excess amount of [Overcharged Amount].

Please find attached supporting documentation, including the original shipping agreement and carrier receipt, to assist you in addressing this matter promptly.

We value our ongoing business relationship and trust this oversight will be resolved efficiently. Should you require any further information or clarification, please do not hesitate to contact me at [Your Email Address] or [Your Phone Number].

Thank you in advance for your prompt attention to this matter. We look forward to your confirmation of the correction and adjustment.

Sincerely,

[Your Name]

[Your Title/Position]

[Your Company Name]

[Contact Information]