

Date: [Insert Date]

To: [Recipient Name]

Company: [Recipient Company Name]

Address: [Recipient Address]

Email: [Recipient Email]

Subject: Freight Adjustment Request – Incorrect Shipping Charges

Dear [Recipient Name],

We are writing to bring to your attention discrepancies identified in our recent shipment invoices. Upon careful review, it has come to our notice that there were errors in the shipping charges billed to our account. To facilitate a timely and accurate resolution, we have attached the following documents for your reference:

- Original Invoice(s) – detailing the initial charges
- Annotated Invoice(s) – highlighting the discrepancies and correct amounts
- Summary Sheet – outlining the adjustments required

The errors primarily concern [briefly describe the nature of the errors, e.g., incorrect freight class, overcharged weight, duplicate billing, etc.]. According to our calculations, the adjusted total should be [state the accurate amount], instead of the originally invoiced amount of [state the original amount].

We kindly request that you review the attached documentation and initiate the necessary corrections in your billing records. If a credit or refund is warranted, please advise us on the next steps. Our aim is to ensure the accuracy of financial records for both parties and maintain a transparent and cooperative business relationship.

Should you need further clarification or additional documents, please feel free to contact me directly at [Your Phone Number] or [Your Email Address]. We appreciate your prompt attention to this matter.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title/Position]

[Your Company Name]

[Your Contact Information]

Attachments:

- Original Invoice(s)
- Annotated Invoice(s)
- Summary Sheet of Adjustments