Sample Letter Requesting Adjustment of Freight Charges for Lost Items

[Your Name]
[Your Title/Position]
[Your Company Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Recipient Title/Position]
[Shipping Company/Carrier Name]
[Company Address]
[City, State, ZIP Code]

Subject: Request for Adjustment of Freight Charges Due to Lost Items (Shipment No. [Shipment Number])

Dear [Recipient Name],

I am writing on behalf of [Your Company Name] regarding the recent shipment identified by tracking number [Shipment Number], dispatched from [Origin Location] to [Destination Location] on [Shipment Date]. Upon delivery, it was discovered that the following items were missing from the shipment:

- [List of lost items-include quantities, descriptions, and reference numbers if applicable]

Attached to this letter, please find supporting documentation to substantiate our claim:

- Copy of the original shipping receipt/invoice
- Inventory list detailing the shipped and missing items
- Correspondence records with your company regarding this issue
- Photographs (if any) of the received shipment and packaging
- Copy of the delivery receipt signed by the recipient

As the freight charges for the above shipment were calculated based on the total number of items, and since a portion of the shipment was lost, we respectfully request an adjustment of the freight charges to accurately reflect the actual items delivered.

We kindly ask you to review the enclosed documentation and expedite the correction of our invoice. Please advise on the next steps required to facilitate the adjustment, or if additional information is needed.

We appreciate your prompt attention to this matter and look forward to your response. Should you have any questions, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]
[Your Title/Position]
[Your Company Name]

Enclosures:

- Shipping receipt/invoice
- Inventory list
- Correspondence records
- Photographs (if applicable)
- Signed delivery receipt