

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Freight Service Provider Company]

[Provider Address Line 1]

[Provider Address Line 2]

Subject: Freight Adjustment Request – Duplicate Charges (Supporting Documents Appended)

Dear [Recipient Name],

I am writing to formally request a freight charge adjustment regarding duplicate charges identified on our recent billing statements. Upon thorough review of our invoices and payment records, we have discovered that certain shipments have been invoiced more than once, resulting in overcharges to our account.

The following details the duplicate charges observed:

- Invoice Number(s): [List invoice numbers]
- Shipment Reference(s): [List shipment references or tracking numbers]
- Date(s) of Charge: [List relevant dates]
- Amount(s) in Question: [List disputed amounts]

Attached to this letter, you will find supporting documentation, including copies of the invoices, payment receipts, and shipment records. These documents clearly show that payment has already been made for the affected shipments, and the additional charges are erroneous.

We kindly request that you review the attached documentation and issue a credit or refund for the duplicate charges at your earliest convenience. Prompt correction of this matter will ensure the accuracy of our financial records and maintain the transparency and integrity of our business relationship.

Please confirm receipt of this letter and advise on the next steps for processing the adjustment. Should you need any additional information, feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]

Attachments:

- Invoice copies highlighting duplicate charges
- Relevant payment receipts
- Shipment records
- Any other supporting documentation