

Date: [Insert Date]
To: [Recipient Name/Company]
Address: [Recipient Address]
Reference: [Shipment Number/Invoice Number]

Dear [Recipient Name],

This letter serves as a formal **freight charge adjustment** notification regarding a discrepancy in the reported shipment weight. Due to the excess weight identified during inspection, additional charges have been calculated and are detailed herein.

Please find attached supporting documents, including the original shipment manifest, weight tickets, and inspection reports, to provide full transparency and validation of the adjustment. The purpose of this communication is to ensure accurate billing and maintain clear records for auditing and reconciliation purposes.

Adjustment Details

- **Original Reported Weight:** [Enter Weight]
- **Actual Inspected Weight:** [Enter Weight]
- **Excess Weight:** [Enter Weight]
- **Additional Charges:** [Enter Amount]

Kindly review the attached documentation and process the payment for the additional charges at your earliest convenience. If you have any questions or require further clarification, please do not hesitate to contact us.

Attachments:

- Original Shipment Manifest
- Weight Tickets
- Inspection Reports

Sincerely,
[Your Name]
[Your Position]
[Your Company Name]
[Contact Information]