

# Sample Freight Adjustment Letter: Damaged Goods

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

[Carrier/Shipping Company Name]  
[Contact Person]  
[Carrier's Address]  
[City, State, ZIP Code]

Subject: Freight Adjustment Request Due to Damaged Goods â€“ [Bill of Lading/Invoice Number]

Dear [Recipient's Name],

I am writing on behalf of [Your Company Name] regarding the recent shipment delivered to us under the reference number [Bill of Lading/Invoice Number], dated [Shipment Date]. Upon receipt and thorough inspection of the goods, we have identified significant damage to a portion of the items delivered. The issues were immediately documented and are outlined below:

- **Shipment Number:** [Shipment Number]
- **Date of Delivery:** [Delivery Date]
- **Description of Damaged Goods:** [Brief Description of Damaged Items, including quantities and item numbers]
- **Condition Upon Arrival:** [Description of Packaging/Goods Condition]

We have attached supporting documents for your review, including:

- Photographs showing the extent of the damage
- Copy of the inspection report
- Signed delivery receipt noting damages
- Original bill of lading and invoice copies

Based on the assessment, the total cost of the damaged goods is **\$[Amount]**. We kindly request that you initiate a freight charge adjustment or compensation for the damaged items, as per the terms outlined in our shipping agreement. Please amend the invoice accordingly or advise on the next steps to process this adjustment.

We appreciate your prompt attention to this matter and look forward to your response. If additional information or clarification is needed, please do not hesitate to contact me at [Phone Number] or via email at [Email Address].

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

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## Attachments:

- Photographs of Damaged Goods
- Inspection Report
- Delivery Receipt
- Copies of Bill of Lading/Invoice