

Sample Letter for Freight Cost Adjustment Due to Incorrect Destination

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

[Carrier/Logistics Provider Name]
[Carrier Address]
[City, State, ZIP Code]

Subject: Request for Freight Cost Adjustment – Incorrect Destination

Dear [Recipient Name],

We are writing to formally request a review and adjustment of the freight charges pertaining to shipment **[Shipment/Invoice Number]** dated **[Shipment Date]**. Upon our recent audit, we identified a discrepancy regarding the billed destination for this shipment. The freight charges have been calculated based on delivery to **[Incorrect Destination]**, whereas the correct delivery address as per our shipping order and supporting documentation is **[Correct Destination]**.

To support our claim, we have attached the following documents:

- Copy of the Bill of Lading indicating the correct destination
- Shipping order and customer purchase order
- Invoice reflecting the intended destination
- Tracking information confirming delivery city

Given this evidence, we kindly request a prompt review and correction of the freight charges in accordance with the actual destination. Please issue a revised invoice or credit memo reflecting the accurate freight cost.

We value our business relationship and appreciate your cooperation in resolving this matter promptly. Should you require any further information or clarification, please do not hesitate to contact us at **[Your Contact Information]**.

Thank you for your immediate attention to this request.

Sincerely,

[Your Name]
[Your Position]
[Your Company Name]