

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

[Date]

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

Subject: Freight Adjustment Request – Overcharged Shipment (Invoice #[Invoice Number])

Dear [Carrier Contact Name],

I am writing on behalf of **[Your Company Name]** to formally request a freight charge adjustment concerning invoice number **[Invoice Number]**, dated **[Invoice Date]** for shipment reference **[Shipment Reference Number]**.

Upon reviewing the aforementioned invoice, we have identified discrepancies between the billed freight charges and the rates stipulated in our freight agreement dated **[Contract Date]**. Specifically, the following overcharges have been noted:

- **Agreed Freight Rate:** [Insert contractual rate or rate confirmation details]
- **Billed Freight Rate:** [Insert billed rate from invoice]
- **Difference / Overcharge Amount:** [Insert overcharged amount]

For your reference and prompt investigation, please find attached the following supporting documents:

- Copy of the original invoice ([Invoice Number])
- Bill of Lading ([BOL Number])
- Signed contract or rate agreement ([Contract Date])
- Rate confirmation sheet ([Confirmation Reference])
- Any relevant correspondence regarding shipment rates

We kindly request that you review this matter and issue a revised invoice reflecting the correct freight charges in accordance with our agreement. If you need further details or clarification regarding this request, please contact me directly at [Your Phone Number] or [Your Email Address].

Your prompt attention to this matter is appreciated. We value our ongoing business relationship and thank you in advance for your cooperation in resolving this billing discrepancy.

Sincerely,

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