

Letter Template for Incorrect Shipping Invoice Adjustment

[Your Company Letterhead]
[Date]

[Supplier/Shipping Partner Name]
[Company Name]
[Company Address]
[City, State, ZIP Code]

Dear [Supplier/Contact Name],

Subject: Request for Adjustment â€“ Incorrect Shipping Invoice # [Invoice Number]

I am writing on behalf of [Your Company Name] regarding shipping invoice # [Invoice Number], dated [Invoice Date]. Upon careful review of the invoice and our shipment records, we have identified discrepancies that require your immediate attention and rectification.

Details of the discrepancies are as follows:

- Date of shipment: [Shipment Date]
- Purchase order/reference number: [PO/Reference Number]
- Nature of discrepancy: [e.g., Incorrect charges, Quantity mismatches, Missing items, etc.]
- Description/Explanation: [Provide detailed explanation of issue]

We kindly request that you review the above discrepancies and issue a corrected invoice at your earliest convenience. Additionally, please confirm the receipt of this letter and advise us on the steps being taken to resolve the matter.

Enclosed/attached are copies of the original invoice, shipping documents, and any supporting documentation to assist your review.

We appreciate your prompt attention to this issue. Timely resolution will help ensure the accuracy of our records and maintain our valued business relationship.

Please do not hesitate to contact me at [Your Phone Number] or [Your Email Address] should you require further information.

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