

Sample Letter Requesting Freight Adjustment Due to Delivery Delay

Date: [Insert Date]

To:
[Carrier/Supplier Name]
[Attn: Claims Department]
[Company Address]
[City, State ZIP Code]

Subject: Request for Freight Adjustment Due to Delivery Delay â€“ [Shipment/Invoice Number]

Dear [Contact Name],

I am writing on behalf of [Your Company Name] to formally request a freight adjustment resulting from the significant delay in the delivery of our recent shipment, referenced by bill of lading or tracking number [Enter Number], originally scheduled to arrive on [Enter Scheduled Delivery Date].

The shipment was delivered on [Actual Delivery Date], resulting in a delay of [Number of Days] days. This delay has caused considerable disruptions to our operations, affecting our production schedules and customer commitments. We have enclosed supporting documentation, including the delivery receipt, tracking logs, and copies of our previous correspondence regarding this matter.

In view of these circumstances, we respectfully request an adjustment to the freight charges associated with this shipment as compensation for the inconvenience and losses incurred. We believe this request is consistent with the terms outlined in our agreement and in accordance with your policies regarding delayed deliveries.

Please review the attached documentation for your reference:

- Copy of the signed delivery receipt indicating the actual delivery date
- Tracking records showing date and status updates
- Related correspondence regarding shipment status and delays

We appreciate your prompt attention to this matter and look forward to a favorable resolution. Please do not hesitate to contact me at [Your Phone Number] or [Your Email] if you require any additional information.

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