

Date: [Insert Date]

To:

[Recipient Name]
[Recipient Title/Position]
[Company Name]
[Company Address]
[City, State, ZIP Code]

Subject: Freight Adjustment Claim with Supporting Documentation

Dear [Recipient Name],

This letter serves as a **freight adjustment claim** following a thorough price verification process. After a detailed review of our recent invoice(s) (Invoice Number(s): [Insert Invoice Numbers]), we have found discrepancies in the original freight charges.

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

- Copies of the original freight invoices
- Detailed receipts and supporting documents verifying actual charges incurred
- Summary of identified discrepancies

We respectfully request that your billing department reviews the attached documentation and issues an adjustment for the overcharged amount(s) as detailed. The accurate freight amount should be [Insert Correct Amount], compared to the billed amount of [Insert Billed Amount], resulting in a difference of [Insert Difference].

Please acknowledge receipt of this claim and advise us of the steps you will take to resolve this matter. We appreciate your prompt attention and look forward to your response within [Insert Desired Timeframe, e.g., "7 business days"].

If further information or clarification is required, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

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

Attachments:

- Receipts supporting freight charges
- Invoice copies
- Summary of discrepancies