

# Sample Letter for Freight Rate Adjustment

[Your Company Letterhead]

Date: [Insert Date]

To,  
[Recipient's Name]  
[Carrier/Company Name]  
[Address Line 1]  
[Address Line 2]  
[City, State, ZIP Code]

Subject: Request for Freight Rate Adjustment â€“ [Shipment Reference/Invoice Number]

Dear [Recipient's Name],

We are writing to formally request an adjustment to the freight rate associated with the shipment referenced above. Upon review of the shipment particulars and the attached Bill of Lading (BOL # [Insert Bill of Lading Number]), we have identified the following reason(s) necessitating a rate adjustment:

- Change in shipment specifications
- Discrepancy in shipment weight/volume
- Unforeseen circumstances affecting shipment terms
- Other (please specify): [Provide additional details if necessary]

## Shipment details as per the Bill of Lading:

**Ship Date:** [Insert Ship Date]

**Origin:** [Insert Origin]

**Destination:** [Insert Destination]

**Weight/Volume:** [Insert Weight/Volume]

**BOL Number:** [Insert Bill of Lading Number]

In light of the above, we kindly request the freight rate be revised from [original rate] to [proposed rate], in accordance with the terms and shipment details provided in the attached documentation.

Please find the Bill of Lading attached for your reference. We trust this documentation will facilitate a prompt and accurate reconciliation of freight charges.

We appreciate your attention to this matter, and look forward to your confirmation of the rate adjustment at your earliest convenience. Should you require any additional information, please do not hesitate to contact us.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title/Position]

[Your Company Name]

[Telephone Number]

[Email Address]

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**Attachment:** Bill of Lading (BOL # [Insert Bill of Lading Number])