

Cargo Invoice Reconciliation

Date: [Insert Date]

To,

[Recipient's Name]
[Recipient's Company]
[Recipient's Address]
[City, State, Zip Code]

Subject: Cargo Invoice Reconciliation for Invoice #[Invoice Number]

Dear [Recipient's Name],

We hope this message finds you well. We are writing to perform a reconciliation of the cargo invoices related to shipment #[Shipment ID] dated [Shipment Date]. We have noticed some discrepancies that need to be addressed.

Summary of the discrepancies:

- Invoice Amount: [Discrepancy Details]
- Freight Charges: [Discrepancy Details]
- Additional Fees: [Discrepancy Details]

We kindly request your assistance in reviewing the details provided and advise on the necessary corrections at your earliest convenience. Please refer to the attached documents for further information.

Thank you for your prompt attention to this matter. We look forward to resolving this issue amicably.

Sincerely,

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