

# Freight Invoice Adjustment Request

To: [Freight Company Name]

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

Date: [Date]

Subject: Request for Adjustment of Freight Invoice #[Invoice Number]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request an adjustment to freight invoice #[Invoice Number] dated [Invoice Date].

Upon reviewing the invoice, I noticed some discrepancies that require correction. Specifically, [describe the discrepancies in detail].

Attached to this letter are supporting documents for your reference, including [list any attached documents, such as previous correspondence, receipts, etc.].

We greatly value our partnership and appreciate your attention to this matter. I kindly request that the necessary adjustments be made and a revised invoice be sent to us at your earliest convenience.

Thank you for your understanding and prompt response to this request. If you have any questions or need further information, please do not hesitate to contact me.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Typed Name]  
[Your Position]