

Shipping Costs Dispute Submission

Date: [Insert Date]

To: [Shipping Company Name]

From: [Your Name]

Address: [Your Address]

Email: [Your Email]

Phone: [Your Phone Number]

Dear [Shipping Company Customer Service],

I am writing to formally dispute the shipping costs associated with my recent shipment (Tracking Number: [Insert Tracking Number]). I believe that the charges applied are incorrect due to the following reasons:

- [Reason 1]
- [Reason 2]
- [Reason 3]

I have attached relevant documentation to support my claim, including:

- Receipt of shipment
- Cost breakdown
- Any applicable agreements or promotions

I kindly request that you review my case and provide an adjustment to the shipping charges or a full refund. I look forward to your prompt response to this matter.

Thank you for your attention to this dispute.

Sincerely,

[Your Full Name]

[Your Title or Position, if applicable]