

# Transportation Charges Review Request

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Company Name]

[Recipient's Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a review and correction of the transportation charges billed to us for the [specific shipment or delivery] dated [insert date].

Upon reviewing our recent statement, I noticed discrepancies in the charges that do not align with our agreed-upon rates and terms. The details of the charges in question are as follows:

- **Invoice Number:** [Insert Invoice Number]
- **Shipment Date:** [Insert Shipment Date]
- **Item Description:** [Insert Item Description]
- **Charged Amount:** [Insert Charged Amount]
- **Agreed Rate:** [Insert Agreed Rate]

We value our partnership and trust that this matter can be resolved promptly. Please let me know if you require any additional information or documentation to assist with this review.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Your Contact Information]