

# Transportation Invoice Discrepancy Notification

To: [Recipient Name]

[Recipient Company]

[Recipient Address]

Date: [Date]

Dear [Recipient Name],

We are writing to inform you of a discrepancy found in the transportation invoice #[Invoice Number] dated [Invoice Date] for shipment #[Shipment Number].

The following discrepancies were noted:

- **Item Description:** [Description of Discrepancy]
- **Quantity Discrepancy:** [Quantity Details]
- **Charges Discrepancy:** [Charge Details]

We kindly request your prompt attention to this matter and would appreciate your clarification on the above discrepancies by [Response Due Date].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]