

Freight Discrepancy Appeal

Date: [Insert Date]

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

[Recipient Name]
[Recipient Position]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally appeal a discrepancy in freight services provided by [Company Name] concerning shipment [Insert Shipment ID/Tracking Number] dated [Insert Shipment Date].

Upon receiving the shipment, I noticed the following discrepancies:

- [Specify Issue 1]
- [Specify Issue 2]
- [Specify Issue 3]

These discrepancies have caused [briefly explain the impact of the discrepancies, e.g., financial loss, operational delays, etc.]. As per our agreement and the service standards expected from [Company Name], I would like to request a review of this incident and an appropriate resolution.

I have attached the relevant documentation to support my appeal, including invoices, delivery receipts, and correspondence related to this matter.

Thank you for your attention to this matter. I look forward to your prompt response and a resolution to this issue.

Sincerely,

[Your Name]
[Your Position/Title, if applicable]