

Freight Discrepancy Claim

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

Date: [Insert Date]

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

Dear [Recipient Name],

I am writing to formally address a discrepancy regarding the freight charges applied to our recent shipment under invoice number [Insert Invoice Number] dated [Insert Invoice Date]. Upon review of the charges, it appears that we have been overcharged by an amount of [Insert Overcharged Amount].

The details of the shipment are as follows:

- Shipment Tracking Number: [Insert Tracking Number]
- Date of Shipment: [Insert Shipment Date]
- Origin: [Insert Origin]
- Destination: [Insert Destination]

According to our agreement and the initial quotation provided, the expected fee for this shipment should be [Insert Expected Amount]. However, the invoice reflects a charge of [Insert Charged Amount].

To rectify this issue, I kindly request a review of the charges and an adjustment to be made to our account for the overcharged amount. I have attached relevant documentation for your reference.

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

Sincerely,

[Your Name]
[Your Position]
[Your Company Name]