

Freight Discrepancy Follow-Up

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Follow-Up on Freight Discrepancy - Unresolved Issues

Dear [Recipient Name],

I hope this message finds you well. I am writing to follow up on our previous correspondence regarding the freight discrepancy that occurred during our last shipment (Tracking Number: [Insert Tracking Number]) dated [Insert Shipment Date].

As of today, we have not yet received a response regarding the unresolved issues related to the missing and damaged items. The discrepancies are as follows:

- Missing Item: [Insert Details]
- Damaged Item: [Insert Details]

We understand that resolving such issues can take time, but we would appreciate an update on the status of our claim. Your attention to this matter is crucial in maintaining the integrity of our business relationship.

Thank you for your prompt attention to this matter. We look forward to your reply.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Contact Information]