

# Freight Discrepancy Inquiry

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about a discrepancy related to our recent shipment (Tracking Number: [Insert Tracking Number]). We experienced a significant delay in delivery, which has caused operational challenges for our business.

According to our records, the shipment was scheduled for delivery on [Insert Scheduled Date]. However, we did not receive it until [Insert Actual Delivery Date]. We would appreciate your assistance in providing us with an explanation for this delay and any relevant details regarding the shipment status.

Additionally, if there are any steps we can take to minimize the impact of such delays in the future, please let us know.

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

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]