

Freight Discrepancy Notification

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Company]

[Recipient's Address]

Dear [Recipient's Name],

We are writing to inform you of a discrepancy we have noticed regarding our recent shipment (Invoice #: [Insert Invoice Number]). Upon receipt of the goods on [Insert Delivery Date], we have determined that the following items are missing:

- [Missing Item 1 - Description, Quantity]
- [Missing Item 2 - Description, Quantity]
- [Missing Item 3 - Description, Quantity]

We kindly request that you investigate this matter and provide us with an update at your earliest convenience. Please let us know if you require any further information to assist in resolving this issue.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Phone Number]

[Your Email Address]