

Freight Discrepancy Report

Date: [Insert Date]

To: [Recipient's Name]

Company: [Recipient's Company]

Address: [Recipient's Address]

Subject: Freight Discrepancy Report - Damaged Goods

Dear [Recipient's Name],

I am writing to formally report a discrepancy in the freight shipment received on [Insert Shipment Date]. The goods contained in this shipment have sustained damage during transit.

Details of the shipment are as follows:

- Order Number: [Insert Order Number]
- Tracking Number: [Insert Tracking Number]
- Items Damaged: [List Damaged Items]
- Nature of Damage: [Describe Damage]

We have attached photographic evidence of the damages for your reference.

We request that you address this matter as soon as possible. Please let us know the next steps regarding the claims process or any further information you may need from us.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Address]

[Your Contact Information]