

Freight Discrepancy Request for Corrective Action

Date: [Insert Date]

To: [Recipient Name]

Company: [Recipient Company Name]

Address: [Recipient Address]

Dear [Recipient Name],

I hope this message finds you well. I am writing to bring to your attention a discrepancy that has occurred with our recent freight shipment (Invoice No. [Insert Invoice Number]), which was delivered on [Insert Delivery Date].

We have noticed the following discrepancies:

- Item Description: [Insert Item Description]
- Expected Quantity: [Insert Expected Quantity]
- Received Quantity: [Insert Received Quantity]
- Additional Issues: [Describe any other issues, if applicable]

As per our agreement, we kindly request corrective action to address this discrepancy. We appreciate your prompt attention to this matter and look forward to your response.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Contact Information]