

Freight Billing Error Correction Request

Date: [Insert Date]

To:

[Recipient Name]

[Company Name]

[Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to address an error in the freight billing for our recent shipment under invoice number [Invoice Number], dated [Invoice Date].

Upon reviewing our records, we noticed the following discrepancies:

- [Describe Error 1]
- [Describe Error 2]
- [Describe Error 3]

We kindly request that you review these discrepancies and make the necessary corrections to our account. Attached to this letter are supporting documents to assist with your investigation.

We appreciate your prompt attention to this matter and look forward to your confirmation once the errors have been corrected.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]