

Shipping Invoice Adjustment Appeal

Date: [Insert Date]

To: [Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally appeal the adjustments made to our shipping invoice number [Insert Invoice Number] dated [Insert Date of Invoice]. Upon review, I believe that there are discrepancies that warrant correction.

The following items require adjustment:

- Item Description: [Insert Item Description]
- Original Charge: [Insert Original Charge]
- Adjusted Charge: [Insert Adjusted Charge]
- Reason for Discrepancy: [Insert Reason]

Attached are supporting documents including [List any supporting documents, e.g., shipping receipts, original invoice, correspondence]. I kindly request a review of the adjustments made and an appropriate resolution to this matter.

Thank you for your prompt attention to this appeal. I look forward to your response.

Sincerely,

[Your Name]

[Your Position]

[Your Company's Name]

[Your Contact Information]