

Shipping Invoice Reconciliation Demand

Date: [Insert Date]

To: [Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

We hope this message finds you well. We are writing to formally request a reconciliation of the shipping invoices related to our recent transactions.

During our review, we identified discrepancies between the billed amounts and the expected amounts based on our agreed terms. Specifically, the invoices dated [list relevant dates] indicate values that differ from our records.

For your reference, the details of the discrepancies are as follows:

- Invoice Number: [Insert Invoice Number] - Amount Discrepancy: [Insert Amount]
- Invoice Number: [Insert Invoice Number] - Amount Discrepancy: [Insert Amount]
- Invoice Number: [Insert Invoice Number] - Amount Discrepancy: [Insert Amount]

We kindly request that you review these invoices at your earliest convenience and provide us with a clarification or a revised invoice reflecting any necessary adjustments. It is essential for maintaining our ongoing business relationship that we resolve this matter promptly.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]