

Shipping Invoice Review Request

Date: [Insert Date]

To: [Recipient Name]

[Recipient Company]

[Recipient Address]

Dear [Recipient Name],

I hope this message finds you well. I am writing to request a review of the shipping invoice dated [Insert Date of Invoice], with invoice number [Insert Invoice Number]. We would like to ensure all details are accurate and address any discrepancies that may arise.

Could you kindly take a moment to review the following details:

- Item Descriptions
- Quantities
- Pricing
- Shipping Charges

If you have any questions or require further information to assist with the review, please do not hesitate to reach out.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]