

# Shipping Invoice Undercharges Query

Date: [Insert Date]

To: [Recipient Name]

Company: [Recipient Company]

Address: [Recipient Address]

City, State, Zip: [Recipient City, State, Zip]

Dear [Recipient Name],

I hope this message finds you well. I am writing to address an issue we have encountered regarding our recent shipping invoice, #[Invoice Number], dated [Invoice Date].

Upon reviewing the invoice, it has come to my attention that there appears to be an undercharge for the shipping services rendered. The original agreement specified a charge of [Original Charge], but the amount invoiced was [Invoiced Amount].

Attached you will find the relevant documentation supporting our claim, including the original contract and correspondence regarding the agreed rates.

We appreciate your prompt attention to this matter and look forward to your swift response so we can resolve it amicably.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]