

Shipping Quote Dispute Resolution

From: [Your Name]
Company: [Your Company Name]
Address: [Your Address]
Email: [Your Email]
Phone: [Your Phone Number]
Date: [Date]

To: [Recipient Name]
Company: [Recipient Company Name]
Address: [Recipient Address]

Subject: Dispute Regarding Shipping Quote

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally address a dispute regarding the shipping quote provided on [Quote Date] for [Description of Goods].

According to our initial agreement, the quoted amount was [Quoted Amount]. However, the invoice received on [Invoice Date] reflects a total of [Invoice Amount], which is significantly higher than previously discussed.

For our records and to resolve this matter amicably, I would appreciate it if you could provide the following:

- Detailed breakdown of the charges included in the invoice.
- Any additional costs that may not have been outlined in the original quote.

Thank you for your prompt attention to this matter. I look forward to your response so that we can resolve this issue efficiently.

Sincerely,

[Your Name]
[Your Position]
[Your Company Name]