

# Freight Charge Clarification

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company Name]

[Recipient's Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to seek clarification regarding the freight charges associated with our recent shipment dated [Insert Shipment Date].

Upon reviewing the invoices, we noticed some discrepancies that we would like to address. The charge for [describe specific freight charge] appears to be higher than anticipated. We would appreciate it if you could provide us with a detailed breakdown of these charges.

Additionally, any insight you can offer regarding the shipping process and any potential adjustments we can make for future shipments would be greatly appreciated.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]