

Request for Clarification on Shipping Documentation

Date: [Insert Date]

[Your Name]
[Your Position]
[Your Company]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Recipient Name]
[Recipient Position]
[Recipient Company]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to request clarification regarding the shipping documentation associated with our recent order (Order Number: [Insert Order Number]).

Specifically, we have encountered some discrepancies with the following documents:

- [Document Name/Type]
- [Document Name/Type]

Could you please provide the necessary clarifications and any additional documentation required to resolve these issues? Your prompt response would be greatly appreciated as it will help us to proceed without further delays.

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

Sincerely,

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