

Shipping Invoice Correction Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request a correction to the shipping invoice #[Invoice Number] dated [Invoice Date]. Upon reviewing the invoice, I noticed the following discrepancies:

- [Item or Service Description - Incorrect Value]
- [Additional Item or Service Description - Incorrect Value]
- [Any Other Relevant Discrepancy]

We would appreciate it if you could review the invoice and issue a corrected version reflecting the accurate information. Please let me know if you need any further details or documentation to facilitate this correction.

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]