

Shipping Invoice Dispute Resolution

Date: [Insert Date]

From:

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

To:

[Recipient's Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally address a dispute regarding a shipping invoice we received on [Insert Date]. The invoice number is [Insert Invoice Number]. Upon review, we have identified discrepancies that require resolution.

The specific issues are as follows:

- [Issue 1: Brief description]
- [Issue 2: Brief description]
- [Issue 3: Brief description]

To resolve this matter, we kindly request the following actions:

1. [Action 1: Brief description]
2. [Action 2: Brief description]
3. [Action 3: Brief description]

We appreciate your attention to this matter and look forward to your prompt response. Please feel free to contact me directly at [Your Phone Number] or [Your Email Address] if you have any questions or need further clarification.

Thank you for your cooperation.

Sincerely,

[Your Name]
[Your Job Title]
[Your Company Name]