

# Letter of Demand for Revised Shipping Data

To,

[Recipient Name]  
[Company Name]  
[Address Line 1]  
[Address Line 2]  
[City, State, Zip Code]

Date: [Insert Date]

Dear [Recipient Name],

Subject: Demand for Revised Shipping Data

I hope this letter finds you well. We are writing to formally request the revised shipping data for the recent shipments pertaining to our order number [Order Number]. It has come to our attention that there are discrepancies in the shipping documents we received, which need clarification to process our records accurately.

Specifically, we would like the following information to be updated and resent:

- Accurate shipping dates
- Correct product descriptions
- Updated tracking information

Please send the requested information by [insert a specific date, e.g., two weeks from the date of this letter], to avoid any disruptions in our operations. We appreciate your prompt attention to this matter.

Thank you for your cooperation.

Sincerely,

[Your Name]  
[Your Position]  
[Your Company Name]  
[Your Contact Information]