

Transportation Service Discrepancies Notification

Date: [Insert Date]

To: [Recipient Name]

[Company/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are writing to inform you of discrepancies that have occurred regarding the transportation services provided on [insert specific date(s)]. The following issues were identified:

- Discrepancy #1: [Description of the issue]
- Discrepancy #2: [Description of the issue]
- Discrepancy #3: [Description of the issue]

We understand the impact these discrepancies may have on our operations and are committed to resolving these issues promptly. We kindly request your assistance in providing clarification or solutions regarding these matters. Please respond by [insert response deadline].

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

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]