

Letter of Demand for Transportation Service Invoice Explanation

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Recipient's Company Name]

[Company Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to formally request an explanation regarding the invoice [Invoice Number] dated [Invoice Date] for transportation services provided on [Service Date]. Upon reviewing the details, I noticed some discrepancies that require clarification.

Specifically, I would like to understand:

- [Specify the first discrepancy or question]
- [Specify the second discrepancy or question]
- [Any additional inquiries]

As these issues are important for maintaining accurate records and ensuring fair business practices, I would appreciate your prompt response by [Response Due Date].

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

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]