

# Transportation Invoice Discrepancy Inquiry

Date: [Insert Date]

[Your Name]  
[Your Job Title]  
[Your Company Name]  
[Your Company Address]  
[City, State, ZIP]  
[Your Email]  
[Your Phone Number]

[Recipient Name]  
[Recipient Job Title]  
[Recipient Company Name]  
[Recipient Company Address]  
[City, State, ZIP]

Dear [Recipient Name],

I hope this message finds you well. I am writing to bring to your attention a discrepancy I noticed in the latest transportation invoice [Invoice Number] issued on [Invoice Date].

Upon reviewing the invoice, I found the following discrepancies:

- [Description of Discrepancy 1]
- [Description of Discrepancy 2]
- [Description of Discrepancy 3]

Could you please provide clarification on these items at your earliest convenience? It is essential for us to resolve this issue to ensure accurate accounting on both ends.

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

Sincerely,

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