

Logistics Invoice Adjustment Request

Date: [Insert Date]

To: [Recipient's Name]

Company: [Recipient's Company]

Address: [Recipient's Address]

Email: [Recipient's Email]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request an adjustment to the invoice [Insert Invoice Number] dated [Insert Invoice Date] related to our recent logistics services.

Upon reviewing the invoice, I noticed the following discrepancies:

- [Describe Discrepancy 1]
- [Describe Discrepancy 2]
- [Describe Discrepancy 3]

Based on our agreement and the attached documentation, I kindly ask for the following adjustments:

- [Request Adjustment 1]
- [Request Adjustment 2]
- [Request Adjustment 3]

Please find attached all relevant documents supporting this request.

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

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]