

Logistics Payment Adjustment Appeal

Date: [Insert Date]

To: [Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally appeal the recent payment adjustment made regarding our logistics services. The invoice number in question is [Insert Invoice Number], dated [Insert Invoice Date].

Upon review, I have identified several discrepancies that I believe warrant reconsideration. Specifically, [Briefly explain the discrepancies and reasons for appeal].

Attached to this letter are [list any documents, evidence, or references to support your claim]. I kindly request a thorough review of this matter and an adjustment of the payment to reflect the accurate amount.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]