

# Freight Loss Notification for Incorrect Deliveries

Date: [Insert Date]

To: [Recipient Name]

Company: [Recipient Company Name]

Address: [Recipient Address]

Dear [Recipient Name],

We are writing to inform you of an issue regarding our recent shipment #[Insert Shipment Number] dispatched on [Insert Dispatch Date]. Upon receipt, we discovered that some items were missing and others delivered were incorrect.

The details of the discrepancy are as follows:

- **Incorrect Item(s):** [List Incorrect Items]
- **Missing Item(s):** [List Missing Items]
- **Order Number:** [Insert Order Number]
- **Tracking Number:** [Insert Tracking Number]

We request your immediate attention to resolve this issue. Please let us know how you would like to proceed in rectifying the delivery errors.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]