

Shipping Agreement Clarification

Date: [Insert Date]

To: [Recipient Name]

[Recipient Company Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to address the recent pricing disputes that have arisen regarding our shipping agreement dated [Insert Agreement Date]. It is essential for both parties to have a clear understanding of the terms and pricing involved.

According to our agreement, the pricing was established based on the following factors:

- [Factor 1]
- [Factor 2]
- [Factor 3]

However, it appears that there might have been some discrepancies in the invoicing. Specifically, I would like to clarify:

1. [Clarification Point 1]
2. [Clarification Point 2]
3. [Clarification Point 3]

We appreciate your prompt attention to this matter and are hopeful for a resolution that is amicable for both parties. Please feel free to reach out to me directly at [Your Phone Number] or [Your Email Address] to discuss this further.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]