

Freight Fuel Surcharge Dispute Letter

Date:

To:

Company Name:

Attn:

Address:

City, State, ZIP:

Subject: Dispute of Freight Fuel Surcharge

Dear

I am writing to formally dispute the fuel surcharge applied on the following freight invoice:

Invoice Number:

Invoice Date:

Shipment Reference:

Amount in Dispute:

The reason for this dispute is as follows:

I kindly request that you review this charge and provide clarification, or issue an adjustment if appropriate. Please contact me at your earliest convenience so we may resolve this matter promptly.

Sincerely,

Name:

Title:

Company:

Phone:

Email: