

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Title]
[Company/Organization Name]
[Company Address]
[City, State, ZIP Code]

Subject: E-way Bill Issue Resolution

Dear [Recipient's Name],

I hope this message finds you well.

I am writing to formally address an issue we have encountered with the e-way bill associated with [specific shipment/invoice number].

Details of the issue are as follows:

- ****E-way Bill Number****: [E-way Bill Number]
- ****Date of Issue****: [Date]
- ****Consignor Name****: [Consignor Name]
- ****Consignee Name****: [Consignee Name]
- ****Description of Goods****: [Description]
- ****Issue Description****: [Briefly explain the nature of the issue encountered, e.g., discrepancies, generation failure, etc.]

We appreciate your prompt attention to this matter and request your guidance on how to resolve this issue at the earliest. If any additional information is required, please do not hesitate to contact me.

Thank you for your cooperation.

Sincerely,

[Your Name]
[Your Job Title]
[Your Company Name]