

[Your Name]

[Your Position]

[Your Company]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Position]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to bring to your attention some discrepancies we have noticed in the contract dated [Contract Date] between [Your Company] and [Recipient Company].

Upon review, we found the following issues:

- [Issue Description 1]
- [Issue Description 2]
- [Issue Description 3]

We believe it is important to address these discrepancies promptly to ensure smooth collaboration between our companies. Please let us know a convenient time for us to discuss this matter further.

Thank you for your attention to this important issue. I look forward to your response.

Sincerely,

[Your Name]

[Your Position]

[Your Company]