

# Construction Contract Discrepancy Letter

Date: [Insert Date]

From: [Your Name / Company Name]

Address: [Your Address]

To: [Recipient Name / Company Name]

Address: [Recipient Address]

## **Subject: Notification of Discrepancy in Construction Contract**

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally address a discrepancy that has arisen in our construction contract dated [Insert Contract Date], specifically in relation to [describe the specific section or issue, e.g., "the architectural specifications indicated in Section 2.1"].

### **Details of Discrepancy:**

- **Contract Reference:** [Insert Contract Clause/Section]
- **Description of Discrepancy:** [Provide a brief description of the discrepancy]
- **Implications:** [Explain any potential impact this discrepancy may have]

### **Requested Action:**

We kindly request that you review this matter at your earliest convenience. Please provide a clarification/resolution regarding this discrepancy by [Insert Deadline Date].

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

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]