

Letter of Discrepancy Resolution

Date: [Insert Date]

[Your Name]
[Your Position]
[Your Company Name]
[Your Company Address]
[City, State, Zip Code]

[Subcontractor's Name]
[Subcontractor's Position]
[Subcontractor's Company Name]
[Subcontractor's Company Address]
[City, State, Zip Code]

Dear [Subcontractor's Name],

Subject: Resolution of Timeline Discrepancy

I hope this message finds you well. I am writing to address the recent discrepancies observed in the project timeline concerning [Project Name/Description]. After our recent review, we identified some key areas where the timelines provided do not align with the original contract and project milestones.

Specifically, we noted the following discrepancies:

- [Discrepancy #1: Description]
- [Discrepancy #2: Description]
- [Discrepancy #3: Description]

In light of these discrepancies, we would like to propose a meeting to discuss how we can collaboratively address these issues and adjust the timeline accordingly. We believe it is essential to resolve this promptly to ensure we remain on track and meet our project deadlines.

Please let us know your availability for a meeting within the next week. We appreciate your attention to this matter and look forward to your prompt response.

Thank you for your cooperation.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Name]
[Your Position]
[Your Company Name]