

Inquiry on Status of Contract Delivery Discrepancies

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to inquire about the discrepancies we have recently noticed regarding the delivery of goods as per our contract [Contract Number]. We have received [specific details about the discrepancies], which deviate from the agreed terms.

Could you please provide an update on the status of the delivery and the steps being taken to resolve these discrepancies? We appreciate your prompt attention to this matter as it impacts our operations.

Thank you for your cooperation. I look forward to your swift response.

Sincerely,

[Your Name]

[Your Position]

[Your Company]