

Notice of Unresolved Issues

Date: [Insert Date]

To: [Consultant's Name]

[Consultant's Address]

Subject: Notice of Unresolved Issues Regarding Your Consultancy Services

Dear [Consultant's Name],

We hope this message finds you well. We are writing to formally address several unresolved issues that have arisen during the course of your consultancy services with us. Despite our previous discussions, we have not seen any progress on the following matters:

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

These issues have created significant challenges for our project and require immediate attention. We kindly ask that you provide an update on the status of these matters by [Insert Deadline Date]. If we do not receive a response, we may need to consider further actions.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company/Organization]

[Your Contact Information]