

# Resolution Request for Consultancy Misunderstandings

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Consultant's Name]

[Consultant's Position]

[Consultant's Company]

[Consultant's Address]

[City, State, Zip Code]

Dear [Consultant's Name],

I hope this message finds you well. I am writing to formally address some misunderstandings that have arisen during our recent collaboration on [Project Name]. It appears that there have been differing interpretations regarding [specific details of the misunderstanding].

To ensure that we are aligned moving forward and to facilitate a more productive partnership, I would like to request a meeting at your earliest convenience. The goal would be to clarify these points and agree on a way to proceed that suits both parties.

Please let me know your availability for the coming days, and I will do my best to accommodate. Thank you for your attention to this matter, and I look forward to your prompt response.

Best regards,

[Your Name]

[Your Position]

[Your Company]