

[Your Name]  
[Your Position]  
[Your Company Name]  
[Your Company Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

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

Dear [Recipient's Name],

I hope this message finds you well. I am writing to express our concerns regarding certain aspects of our contractual obligations as outlined in the agreement dated [Contract Date].

We have noticed several instances where the commitments specified in our contract have not been met, specifically [Briefly outline the specific obligations in question]. This has created some challenges for us in [Explain the impact on your business].

We value our partnership and believe that open communication is vital in resolving these issues. I would appreciate it if we could schedule a meeting at your earliest convenience to discuss this matter in detail and explore potential solutions.

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

Sincerely,  
[Your Name]  
[Your Position]