

[Your Name]

[Your Position]

[Your Company]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Position]

[Recipient Company]

[Recipient Address]

[City, State, ZIP Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to follow up on our previous discussions regarding the discrepancies in our contract. As we discussed on [date of last discussion], there were several areas that require clarification, and I would appreciate your input to resolve these issues promptly.

To summarize our previous conversation, the discrepancies identified include:

- [Discrepancy 1]
- [Discrepancy 2]
- [Discrepancy 3]

It is important for us to address these matters to ensure a smooth continuation of our partnership. Please let me know your availability for a follow-up conversation or if you require additional documents to assist in your review.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company]