

[Your Name]

[Your Position]

[Your Company Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Position]

[Recipient Company Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to address some discrepancies we have identified in our recent contract dated [Contract Date] concerning [briefly describe the subject of the contract].

Upon reviewing the document, we have noticed the following issues: [List discrepancies clearly and concisely]. We believe these discrepancies need clarification to ensure both parties are aligned moving forward.

We value our partnership and are eager to resolve these issues swiftly. Could we schedule a meeting or a call at your earliest convenience to discuss this matter further?

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]

[Your Position]

[Your Company Name]