

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

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

Dear [Collaborator's Name],

I hope this message finds you well. I am writing to address some discrepancies that have come to our attention in relation to our existing contract dated [Contract Date]. After a preliminary review, we have identified the following areas where the terms appear to diverge from our initial agreement:

- [Discrepancy 1: Brief description]
- [Discrepancy 2: Brief description]
- [Discrepancy 3: Brief description]

We believe that resolving these discrepancies is crucial for our ongoing collaboration and to ensure both parties are aligned with the contract's objectives. We would appreciate the opportunity to discuss these issues in detail and explore possible solutions.

Please let us know your availability for a meeting in the coming week. We are keen to address this matter promptly and maintain a strong partnership moving forward.

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

Sincerely,

[Your Name]
[Your Position]
[Your Company]