

# Proposal for Resolution of Contract Discrepancies

**Date:** [Insert Date]

**From:** [Your Name]  
[Your Title]  
[Your Company Name]  
[Your Address]  
[Your Email]  
[Your Phone Number]

**To:** [Partner's Name]  
[Partner's Title]  
[Partner's Company Name]  
[Partner's Address]  
[Partner's Email]  
[Partner's Phone Number]

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Dear [Partner's Name],

I hope this message finds you well. I am writing to address some discrepancies we have encountered in our current contractual agreement dated [Insert Contract Date].

After a thorough review, we have identified the following issues:

- [Describe Issue 1]
- [Describe Issue 2]
- [Describe Issue 3]

To resolve these discrepancies, I propose the following actions:

1. [Propose Solution 1]
2. [Propose Solution 2]
3. [Propose Solution 3]

I believe that by addressing these issues collaboratively, we can strengthen our partnership and ensure the success of our agreement moving forward.

Please let me know your thoughts on this proposal at your earliest convenience. I look forward to your response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]