

Milestone Discrepancies Notification

Date: [Insert Date]

To: [Management Name]

From: [Your Name]

Subject: Notification of Milestone Discrepancies

Dear [Management Name],

I am writing to bring to your attention some discrepancies that have been noted regarding the milestones set for [Project Name]. After reviewing the project timeline and deliverables, it has come to my notice that the following milestones have not been met as per the agreed schedule:

- Milestone 1: [Description] - Original Date: [Original Date], Actual Completion Date: [Actual Date]
- Milestone 2: [Description] - Original Date: [Original Date], Actual Completion Date: [Actual Date]
- Milestone 3: [Description] - Original Date: [Original Date], Actual Completion Date: [Actual Date]

The reasons for these discrepancies are as follows:

1. [Reason 1]
2. [Reason 2]
3. [Reason 3]

In order to address these issues, I recommend the following actions:

- [Action 1]
- [Action 2]
- [Action 3]

I believe these adjustments will help us get back on track. Please feel free to reach out if you require further information or wish to discuss this matter in more detail.

Thank you for your prompt attention to this issue.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]