

# Formal Complaint Regarding Contract Discrepancies

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

Dear [Recipient's Name],

I am writing to formally address a matter of concern regarding discrepancies in our contract dated [Insert Contract Date], referenced as [Insert Contract Reference Number].

Upon review, I have identified several discrepancies that do not align with our agreed terms. Specifically, [List the specific discrepancies, including clauses and details].

These inconsistencies have led to [Explain the impact of these discrepancies]. I believe these issues require immediate attention to ensure compliance with our agreement.

I kindly request that we schedule a meeting to discuss these concerns further and find a resolution. Please let me know your available times in the coming days.

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

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]