

Contract Discrepancy Notification

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to inform you of a discrepancy identified in the contract dated [Insert Contract Date], between [Your Company's Name] and [Recipient's Company Name]. In our recent review, the following discrepancies were noted:

- Discrepancy 1: [Description of discrepancy]
- Discrepancy 2: [Description of discrepancy]
- Discrepancy 3: [Description of discrepancy]

We request your prompt attention to this matter to address and resolve these discrepancies. Please respond to this notification by [insert deadline] so that we can ensure compliance with the terms of our contract.

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

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]