

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up regarding the offer letter I received for the position of [Position Name] dated [Date of Offer Letter].

Upon reviewing the document, I noticed some discrepancies that I would like to clarify. Specifically, [briefly mention the issues or questions regarding the offer letter].

I appreciate your assistance in rectifying these matters at your earliest convenience. Please let me know if you require any further information from my side.

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

Best regards,

[Your Name]

[Your Phone Number]

[Your Email Address]