

[Your Name]

[Your Position]

[Your Company]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Position]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Notification of Unresolved Contract Terms

I hope this message finds you well. I am writing to formally address an ongoing issue concerning certain unresolved terms in our existing contract dated [Contract Date]. Despite our previous discussions on this matter, we have yet to reach a satisfactory resolution.

The specific terms that remain unresolved include:

- [Unresolved Term 1]
- [Unresolved Term 2]
- [Unresolved Term 3]

It is imperative that we address these concerns at your earliest convenience to avoid any further complications. We believe that open communication will help us to find a resolution that is agreeable to both parties.

Please let us know your availability for a meeting to discuss this matter further. We appreciate your prompt attention to this issue and look forward to your response.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]