

Dear Sir,

I am writing to you regarding the matter discussed in our meeting on the 15th of last month. I have reviewed the documents you provided and have identified several areas that require further clarification and action.

The first point is the discrepancy in the financial data provided in the two reports. The figures do not align, and this needs to be resolved immediately to ensure the accuracy of our records.

Secondly, the timeline for the completion of the project is being questioned. It is essential that you provide a detailed schedule with specific milestones and deadlines to allow for proper planning and resource allocation.

Finally, the legal aspects of the agreement need to be thoroughly reviewed. We must ensure that all terms and conditions are clearly defined and that the agreement is enforceable under the relevant laws.

I am confident that we can reach a mutually beneficial agreement if we address these issues promptly. I would appreciate your response by the end of the week, outlining the steps you plan to take to resolve these concerns.

Thank you for your attention to this matter. I look forward to your reply and to continuing our collaboration on this project.

Yours faithfully,
[Signature]