

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. It is essential that we have accurate and consistent information to make informed decisions. Please provide a detailed explanation of the differences and the steps you are taking to resolve them.

**Secondly, the timeline for the completion of the project is a critical factor. We need to ensure that all milestones are met on time to avoid any delays or additional costs.**

Finally, I would like to discuss the communication protocol. It is important that we have a clear and efficient way of sharing information and updates. Please propose a communication plan that includes regular meetings and a designated point of contact for each team.

I am confident that we can resolve these issues and move forward successfully. I look forward to your response and to our next meeting.

Yours faithfully,

[Signature]