[Company Name]

[Company Address]

[City, State, ZIP Code]

**Subject: Notification of Dissatisfaction with Consulting Deliverables**

Dear [Consultant’s Name],

I hope this message finds you well. I am writing to formally express our concerns regarding the deliverables provided for [PROJECT NAME/ENGAGEMENT TITLE], as outlined in our agreement dated [AGREEMENT DATE].

While we appreciate your efforts and expertise, certain aspects of the deliverables have not met our expectations or the agreed-upon standards. Specifically:

Key Areas of Concern:

1. [*Deliverable 1*]: [*Describe the issue, e.g., “The analysis provided lacks sufficient detail to inform our decision-making.”*]
2. [*Deliverable 2*]: [*Describe the issue, e.g., “The timeline for this component was significantly delayed without prior notice.”*]
3. [*Deliverable 3*]: [*Describe the issue, e.g., “The proposed solution does not align with our specified goals.”*]

**Requested Actions**:

To address these concerns, we request the following:

* [*Action 1*]: [*E.g., “Revisiting and revising the deliverables to ensure alignment with the project scope.”*]
* [*Action 2*]: [*E.g., “Providing a detailed explanation for delays and a plan to prevent future occurrences.”*]
* [*Action 3*]: [*E.g., “Scheduling a meeting to discuss these issues and determine a path forward.”*]

We would appreciate your response and proposed resolution by [*specific deadline, e.g., “close of business on [Date]”*].

Please understand that these concerns are raised in the interest of ensuring the project’s success and maintaining the high standards both parties expect. If you have any questions or require clarification, feel free to contact me at [Email Address/Phone Number].

We value your collaboration and hope to resolve these issues promptly and amicably.

Yours sincerely,

……………………………………………………….

[NAME]

[TITLE]

[COMPANY NAME]