

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Subject: Dispute Resolution Notification

Dear [Recipient Name],

I am writing to formally address a dispute concerning [briefly describe the issue, e.g., contract fulfillment, service delivery, etc.] as outlined in our Business Agreement (BGSA) dated [insert date of agreement].

The specific details of the dispute are as follows:

- ****Nature of Dispute:**** [Describe the nature of the dispute]
- ****Relevant Facts:**** [Outline key facts relevant to the dispute]
- ****References to BGSA Provisions:**** [Cite specific provisions of the BGSA related to the dispute]

In accordance with the dispute resolution procedure stipulated in Section [insert section number] of our agreement, I kindly request that we enter into discussions to resolve this matter amicably. I propose the following options for potential resolution:

1. [Option 1]
2. [Option 2]
3. [Any additional options]

I believe that open communication can lead us to a satisfactory resolution. Please let me know your availability for a discussion or if you prefer to respond in writing.

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

Sincerely,

[Your Name]
[Your Position, if applicable]
[Your Company Name, if applicable]