

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

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

Dear [Recipient's Name],

Subject: Construction Dispute Resolution

I hope this letter finds you well.

I am writing to formally address a dispute that has arisen concerning [briefly describe the nature of the dispute, e.g., project delays, quality of work, payment issues] regarding the construction project located at [project address].

[Provide a detailed explanation of the dispute, including dates, communications, and any relevant contract clauses.]

In light of the above issues, I propose that we engage in a resolution process to address these concerns. I suggest the following steps:

1. [Step 1: e.g., a meeting to discuss the issue]
2. [Step 2: e.g., mediation with a third-party professional]
3. [Step 3: e.g., reviewing the contract terms and obligations]

I believe that a collaborative approach will yield a satisfactory outcome for both parties. Please let me know a convenient time for us to discuss this matter further.

Thank you for your attention to this important issue. I look forward to your prompt reply.

Sincerely,

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